معرض الأخشاب

معرض دبي الدولي للأخشاب ومكائن الأخشاب

WOODSHOW

Dubai International Wood & Wood Machinery Show

www.dubaiwoodshow.com

Exhibitors' Manual

8 - 10 April 2014

Dubai International Convention
& Exhibition Centre

Dear Exhibitor,

On behalf of the WoodShow Organizing Team, I am pleased to welcome you to the Dubai International Wood & Wood Machinery Show 2014.

We aim to make your participation to the Dubai WoodShow 2014 smooth and uncomplicated with the Exhibitor's Manual. Please read the information contained herein carefully as it is essential to your participation. However, if you need any information which is not covered in this manual, please feel free to contact us.

Certain services are provided by official appointed partners who have already been informed of your participation and whom you can contact regarding specific details. Our partners' contact details are also included in the manual.

For all forms and related requirements, please fill them out and submit them before the set deadline so that we can provide the best possible service.

We wish you success at the Dubai International Wood & Wood Machinery Show 2014.

Kind regards,

Dawood Al Shezawi
Chief Executive Officer
WoodShow Organizing Team

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MAIN CONTACTS

ORGANIZERS

strategic
MARKETING • EXHIBITIONS • CONFERENCES

Tel: 00 971 4 392 3232
Fax: 00 971 4 392 3332

Walid Farghal Director General Mobile: 00 971 50 659 0876 E-mail: walid@strategic.ae	Mohammed Salah Chief Financial Officer Mobile: 00 971 50 153 3714 E-mail: salah@strategic.ae
Cherrie Sanao Project Manager Mobile: 00 971 56 360 8923 E-mail: cherrie@strategic.ae	Florence Bacerra Event Coordinator Mobile: 00 971 50 8031427 E-mail: florence@dubaiwoodshow.com
Mariana Montiel Prado Business Development Manager Mobile: 00 971 56 204 6430 E-mail:mariana@dubaiwoodshow.com	Vital Sounouvou Business Development Executive Mobile: 00 971 56 370 5767 E-mail: vital@dubaiwoodshow.com
Helga Kumontoy General Manager – Indonesia Office Mobile: 00 62 21 837 81811 E-mail: asiapacific@dubaiwoodshow.com	Frances Yasmin Deng General Manager – China Office Mobile: 00 86 1591584 9273 E-mail: frances@strategic.ae

Official Contractor

AL FAJER INFORMATION & SERVICES
Tel: 00 971 4 340 6888
Fax: 00 971 4 340 7758

Official Freight Forwarders / Logistics Partners

Agility Fairs & Events

Abu Tarub Kuvawala
Business Development Manager

Tel: 00 971 4 8131485
Fax: 00 971 4 2834882
Mobile: 00 971 50 5549926
E-mail: akuvawala@agilitylogistics.com

efl Simple Logistics

Khaled Abu Rizeq
Chief Operating Officer

Tel: 00 971 4 2990111
Fax: 00 971 4 2990417
Mobile: 00 971 50 4948 020
E-mail: khaleda@expofreight.com

Official Travel Partner

itravel Inc.

Please note:

To book your prefer flights and hotel accommodation kindly go to www.dubaiwoodshow.com/itravel

General Information

About Dubai

Dubai is one of the seven emirates of the United Arab Emirates and is ruled by His Highness Sheikh Mohammed bin Rashid Al Maktoum, Vice President of the UAE and Ruler of Dubai. The emirate has made rapid growth in the past years and is now one of the top financial cities as well as economic and tourism hubs in the Gulf Region.

Located at the crossroads of Asia, Africa and Europe, Dubai enjoys a strategic location which lends it a crucial role in economic affairs in the region. Banking and financial centers are based in the port area, which has one of the largest man-made harbors in the world and supports considerable container traffic. Service industries also have a heavy presence, with industry-specific areas or free zones throughout the emirate. Property market development has led to the construction of projects such as the Burj Khalifa, the tallest structure in the world, Burj Al Arab and the Palm Islands.

The city is also a thriving tourism and retail hub. Dubai has more than 70 shopping malls and souk districts and attracts shoppers from the Gulf countries, South Asia, Africa and Eastern Europe. It hosts an annual shopping festival participated in by shopping centers and establishments.

For more information about Dubai, please check the following link: www.dubaitourism.ae.

About the Dubai International Convention and Exhibition Centre

Since its inception in 1979, the Dubai World Trade Centre has been instrumental in establishing Dubai's position as a global financial and commercial hub and remains a vibrant business epicenter for the region.

The historic landmark on Dubai's dynamic skyscraper corridor of Sheikh Zayed Road is the DWTC's iconic 37-storey office tower commissioned as the first property of the Dubai World Trade Centre. DWTC facilities have expanded since to comprise the Dubai International Convention and Exhibition Centre, the Convention Tower office building, on-site accommodation at the Novotel and Ibis Hotels and serviced accommodation at the Dubai International Hotel Apartments.

With a vision to make Dubai the world's leading destination for all major exhibitions, conferences and events, DWTC has evolved from being the forerunner of the fast-growing exhibitions industry into a multi-dimensional business catalyst, focusing on venues, events and real estate management. Complimentary to the product offerings is a suite of value-added services ranging from wedding organizing, media/advertising, technical, engineering and security services to its award-winning hospitality portfolio.

Exhibition Time Table

Sunday, 6 April 2014	**8:00 AM** All stand contractors can start build-up
Monday, 7 April 2014	**7:00 AM** All shell scheme stands can start build-up **1:00 PM** All shell scheme exhibitors will have access to their stands **10:00 PM** Build-up should be completed, contractors and exhibitors will be asked to leave
Tuesday, 8 April 2014	**10:00 AM** Official exhibition opening **6:00 PM** End of exhibition timing
Wednesday, 9 April 2014	**10:00 AM** Exhibition opens **6:00 PM** End of exhibition timing
Thursday, 10 April 2014	**10:00 AM** Exhibition opens **6:00 PM** End of exhibition timing **7:00 PM** Contractors can start dismantling the stands
Friday, 11 April 2014	Clearance of the halls

Please note:

All exhibitors who do not clear their stands or surrounding aisles by the deadline date and who dump all their discarded materials at the Dubai World Trade Centre complex including the marshalling yard will be charged a fine as deemed appropriate by DWTC authorities.

The Organizer's Office will be located at the main entrance of **Hall 2** and will be operating from 8:00 am to 8:00 pm starting on 6th April 2014 until 11th April 2014. For more information or clarifications, please call **+971 4 392 3232.**

Payment Procedure

The exhibitor shall be allowed to participate against the contract with the exhibition organizer and shall be bound by the conditions, rules and regulations and requirements for holding events at DICEC.

The participation charges shall be determined with the application date, rental rate as of the application date and the size of the contracted exhibit space taken into consideration. Registration fee shall form part of the participation charges.

Exhibitors who do not settle their space or stand payment before the exhibition build-up dates will not be allowed inside the exhibition halls. Please also be advised that all payments for your stand must be cleared and reflected in the bank account of the organizers. Any post-dated / un-cleared cheques or transfer will be considered as non-payment.

Other payment procedure options for the participation charges shall be defined by the contract.

The payment for additional services shall be effected 100% advanced payment in accordance with the tariffs set forth in the Exhibitors' Manual for services provided by DICEC and other official contractors and service providers.

Note:
All bank charges are the responsibility of the exhibitor along with any charges related to the transfer of these funds. In order that you may not incur a double charge from the bank, we advise that you pay the amount due in full.

Indemnity and Waiver

The organizers may be held responsible by the authorities in Dubai for the payment of any customs levy, tax, fine or other monies due from an exhibitor. Accordingly, exhibitors must undertake to indemnify the organizers from any payment they are called upon to make to the authorities on the exhibitor's behalf.

The exhibitors also waive any and all claims that they may have against the organizers and Dubai World Trade Centre (L.L.C.) of any kind whatsoever, in anyway related to the storage and display of exhibits/equipment, at Dubai International Wood and Wood Machinery Show 2014 whether during, before or after regular show hours.

Exhibitor Badges

Only employees and official representatives of the exhibitor are authorized to work at the exhibitor's stand. All stand attendants must have exhibitor badges issued by the organizer. The exhibitor badges provide admittance to the exhibition area during build-up/break-down and exhibition periods. The exhibitor badges are personal and shall not be handed over to another person. The Security of the exhibition centre shall be entitled to inspect at random the rightfulness of the exhibitor badge and in case of revealed violation; the Security shall be entitled to exhibitor badge requisitioning.

Each exhibitor is requested to submit a list of the names and designation of the staff who will be at the stand during the build-up / break-down and regular show hours.

Visitors' Admittance and Invitations

The show will be open to trade visitors from April 8th to 10th 2014. Admission to the exhibition is **free of charge for professional visitors** who may re-enter at any time during the open days of the exhibition using the visitor badge. All visitors must complete a registration form and also present their business card to receive a badge.
Please note that children under 16 years old will not be admitted to the exhibition.

Each exhibitor will receive a specified number of invitations prior to the event to send to their clients and business associates whom they wish to invite to the show. Additional invitations may be requested from the organizer free of charge.

Logistics / Freight Forwarding

The organizers have appointed **Agility Fairs and Events** and **Expolanka Freight Dubai LLC** as the official freight forwarders and on-site handling contractors. Please see logistics / freight forwarder contact details on the main contacts page.

The logistics provider / freight forwarder will, through their agents worldwide, coordinate the movement of exhibits from their various points of origin through to either the Port of Dubai or Dubai Airport. Full details will be forwarded to each exhibitor individually advising the name of the agent in the particular country from which the consignments are shipped.

Failure to comply with deadline dates set may result in additional charges being incurred over and above the general handling tariff.

Documentation: Full details of the documentation requirements for the UAE and consignee details will be circulated to all exhibitors by **Agility Fairs and Events** and **Expolanka Freight Dubai LLC**. Please note, however, that goods require legalized certificates of origin and must be forwarded with the shipping documents to enable clearance to be effected without delays.

Exhibitors who are in doubt as to whether the export of their goods to Dubai is restricted should contact the relevant government or trade office of the country of origin. Additionally, any goods of a hazardous nature and/or containing radioactive materials should be separately listed on invoice forms and full particulars should be supplied to the official freight forwarder so that suitable storage can be arranged.

UAE import customs duty will be liable on all items not re-exported again at the close of the exhibition and will be invoiced at the prevailing rate.

Travel and Accommodation

The Organizers has selected the Itravel Inc. as the official travel partner for Dubai WoodShow 2014:

Itravel Inc.

To book your prefer flights & hotel accommodation kindly go to www.dubaiwoodshow.com/itravel

Important note: Dubai is a very popular destination for both business travelers and tourists. We strongly recommend that you make your travel reservations as early as possible.

Event Regulations

Exhibitors are entitled only to events approved by the exhibition organizer. The exhibition organizer has the right to revoke the approval at any time and demand abolishment of the event in case of violations of the exhibition terms and in case the event attracts visitors in excess in the hallways or if other exhibitors are being annoyed.

Following the event schedule set forth by the contract, the organizer shall ensure the due closing of the event and compliance with the regulations enforced at the DICEC.

Onsite Services

Photography

An official exhibition photographer will be in attendance during the exhibition.

Public Address System

The public address system will be used for exhibitors' messages during build-up and break-down. During the exhibition, its use has to be restricted to emergencies only.

Onsite Facilities

Banks, business centers, post office, travel companies, freight forwarders, car rental, pharmacy, international money exchange, mobile telephones, photo processing, restaurants and other food outlets, business center and business lounges are available within the Trade Centre.

Fire and Accident Procedures

Fire Alarm

There is a fire alarm adjacent to each goods and exit/entry door inside the halls and others are located around the perimeter of the halls as well as at strategic positions within the Centre, which are clearly identifiable.

Extinguishers

In case of fire, try to confine it by the use of extinguishers and/or removal of goods, etc. in the vicinity. Avoid doing anything likely to create panic or danger to yourself or others.
And please call the Health & Safety hotline on 04 308 6806.

Telephone Numbers In Case of Fire

Either dial 6299 on the nearest internal telephone (located adjacent to the goods and entry/exit doors as well as strategically placed around the Centre) or dial 997 on a public telephone, and afterwards notify a Security Officer or telephone 308 6299, giving the location of the fire to enable the security staff to direct the Fire Brigade by the most direct route.

Telephone Numbers In Case of Personal Injury

Dial **4040** on the nearest internal telephone and located adjacent to the goods and entry/exit doors as well as strategically placed around the Centre or dial **Emergency Medical Services 04 306 4040** on a public telephone and inform the Security Officer of the location of the incident.

Remain with the injured person until the arrival of the medical staff in order to give them any information they may require about the incident

Security

The organizers control the general security arrangements for the exhibition together with the DICEC and the local authorities.

Whilst the organizers make all reasonable arrangements for security coverage, they will not take responsibility for any loss or damage that may occur. The responsibility for stand security, its exhibits and contents (including personal property) is that of the exhibitor, and suitable insurance cover should be affected.

Food and Beverages in the Exhibition Halls

The Dubai International Convention & Exhibition Centre (DICEC) is the sole concessionaire for food and beverage services within the Trade Centre Exhibition complex.

According to the licenses issued by the Ministry of Health and DWTC health and safety regulations, all food to be consumed during the open hours of the exhibition must be supplied by the Dubai International Catering Centre only. The opening hours of the exhibition are defined from 10:00 AM on 8th April until 10th April 2014. For your catering requirements, you can contact them by telephone +971 4 308 6333 or fax: +971 4 318 8741 or email: c3@dwtc.com.

During build-up and break-down of the exhibition, outside hours stated above, stand contractors and stand personnel may bring their own food and non-alcoholic drinks into the exhibition.

Please ensure that all your staff or contractors are aware of these regulations.

Additional Stand Services

Stand Cleaning

Exhibitors must complete the Stand Cleaning Form to arrange for their stands to have a master clean prior to the opening of the exhibition and daily throughout the exhibition. The official contractor, Al Fajer, will be cleaning the shell-scheme stands only once before the opening ceremony.

Catering

Stand catering can be ordered only through the Exhibition Centre. It is strictly not allowed to bring food and beverages from another supplier.

Temporary Personnel

During the event, services such as hostess, translators (Arabic / English), interpreters, models, etc. will be provided upon exhibitor's request. Exhibitors have to complete the Promoters and Translators Request Form. Payment should be settled in full before the exhibition.

Audio Visual Equipment/Computer Equipment & Supplies

A comprehensive list is available in the Technical Service Manual provided by the officially appointed contractor.

Telecommunications

Telephone and fax facilities are provided by the Exhibition Center. This facility flows from a highly sophisticated PABX system. Any network connections (to any hosts with or outside UAE or Internet) made using the PABX extension is entirely your decision.

System can provide telephone and fax at local, national (UAE) or international levels. All phones can be locked to prevent unauthorized use.

Orders through PABX. Charges must be paid in full in advance. This payment covers installation, connection, line rental, equipment rental and purchase of units for line usage. If line usage exceeds deposit during Exhibition, additional units can be purchased. (After the exhibition, a statement will be sent to you showing line usage and a refund where appropriate). No service will be provided without payment in advance.

Orders received after the deadline date will be subject to a 100% surcharge and may not be processed.

Devices attached to Etisalat line requires “type approved” by Etisalat. Devices which are not “type approved” cannot be guaranteed to operate. Installation of exhibitor-provided equipment is entirely at the exhibitor's risk and DWTC is unable to take any responsibility for malfunction or failure to operate.

DWTC will only provide telecommunication lines to exhibitors’ stands. DWTC is unable to provide any modem (dial-up and ISDN) or set-up support. If the exhibitor wishes to order an ISDN Line, an ISDN modem or a terminal adaptor is a must. All line and equipment usage during the period of hire is the responsibility of the exhibitor.

Once handed over, the equipment becomes the responsibility of the hirer and must be returned to the organizer's office within 1 hour of the close of the last day of the show.

It is advisable that the exhibitor insures the equipment hired.

Remember to order a power point for the fax machine.

Tell your stand contractor that you have ordered telecommunications.

It is the responsibility of the exhibitor to cancel their Internet account at the end of the exhibition.

When each exhibitor place an order for a telephone/ or fax line, they pay a deposit of AED 3,000/- , in case of missing or lost telecommunication devices the AED 3,000/- will be the charge.
For more details please refer to the Data Telecom Form.

Order requirements received after the deadline will be subject to surcharge and cannot be guaranteed.

Shell Scheme and Deluxe Shell Scheme

Services and Regulations

All shell scheme stands are provided with 1x13-amp 3-pin socket and 3x100W spotlights mounted on one track per 12 sq. meters. Lights will be fitted behind the fascia or to the roof support beams and one 13-amp socket outlet at the floor level on the rear wall. Additional lighting or power points may be ordered using the shell scheme electrical order.

All electrical work on a shell scheme stand should be carried out by our official contractor and items not supplied and fitted by our official contractor may be removed from your stand.

For complete details on shell scheme stands, a copy of the Official Technical Service Manual will be sent to you under a separate cover.

All additional stand fitting and display must be contained within the Shell Scheme structure and may not exceed 2.40 meters in height.

No projection into gangways will be permitted; neither may additional display materials be fitted in to the shell scheme options.

Exhibitors who book a shell scheme stand and then get their own contractor to build a special stand within must advise the contractor that the total height of the stand must not be more than 2.4 meters. Proposed stand designs must be submitted to the Organizer for approval **AS SOON AS POSSIBLE.**

Electrical installations of shell scheme stands require special fastenings, clips and brackets to fit the aluminum extrusions. Under no circumstances may exhibitors modify this work or carry out their own installations.

The official contractor offer for-rent furniture such as counters, shelf units, display panels and plinths for the duration of the exhibition. Full details and costs are available in their Technical Service Manual, which is sent to you under separate cover. Please ensure that all stand fittings and furniture are ordered only through official stand fitters.

The cost for providing single-phase mains supply and connection, including energy consumed for shell scheme stands, is covered by stand rental cost. Installation of three-phase supplies and connections on 24-hour supply, however, will be charged extra. Full details are in the Technical Service Manual.

Stand Fitting and Electrical Contractor

The official stand fitting and electrical contractors for the WoodShow 2014 are Al Fajer Information and Services. They are responsible for stand servicing and maintenance of shell scheme stands throughout the period of the exhibition. Please see **Technical Manual** from Al Fajer Information and Services sent under a separate cover.

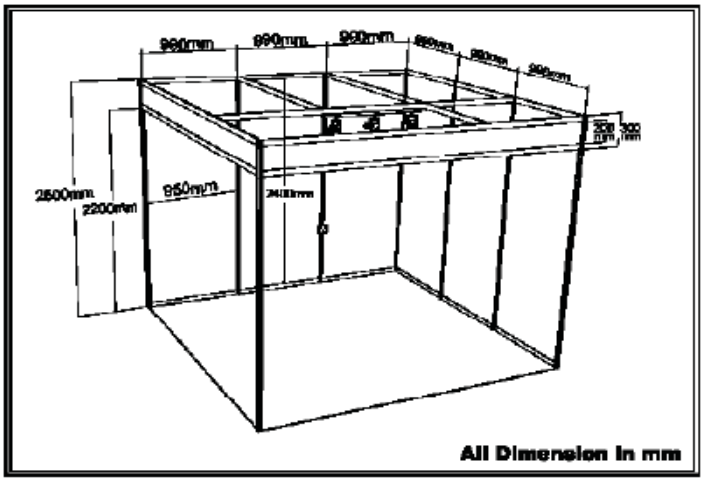
Electrical Supplies

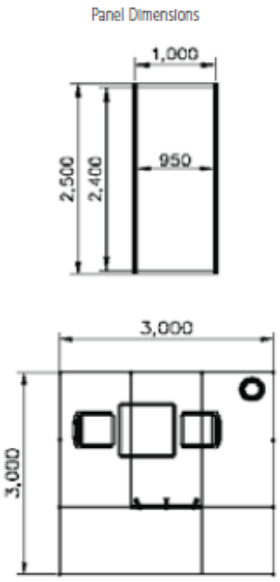
The standard electrical mains supply at the exhibition is a single-phase main 220 Volts 50 Hz and three-phase main 380 Volts 50 Hz. General lighting is provided in the halls.

The official electrical contractor will be solely responsible for the installation of electrical cables and necessary switchgear between the mains supply and each individual exhibitor's requirements. The organizers reserve the right to disconnect any installations which in their opinion is dangerous or likely to cause annoyance to visitors and/or other exhibitors. Should action be required by the official contractor to render and installation safe for use, the exhibitor may be charged for this service.

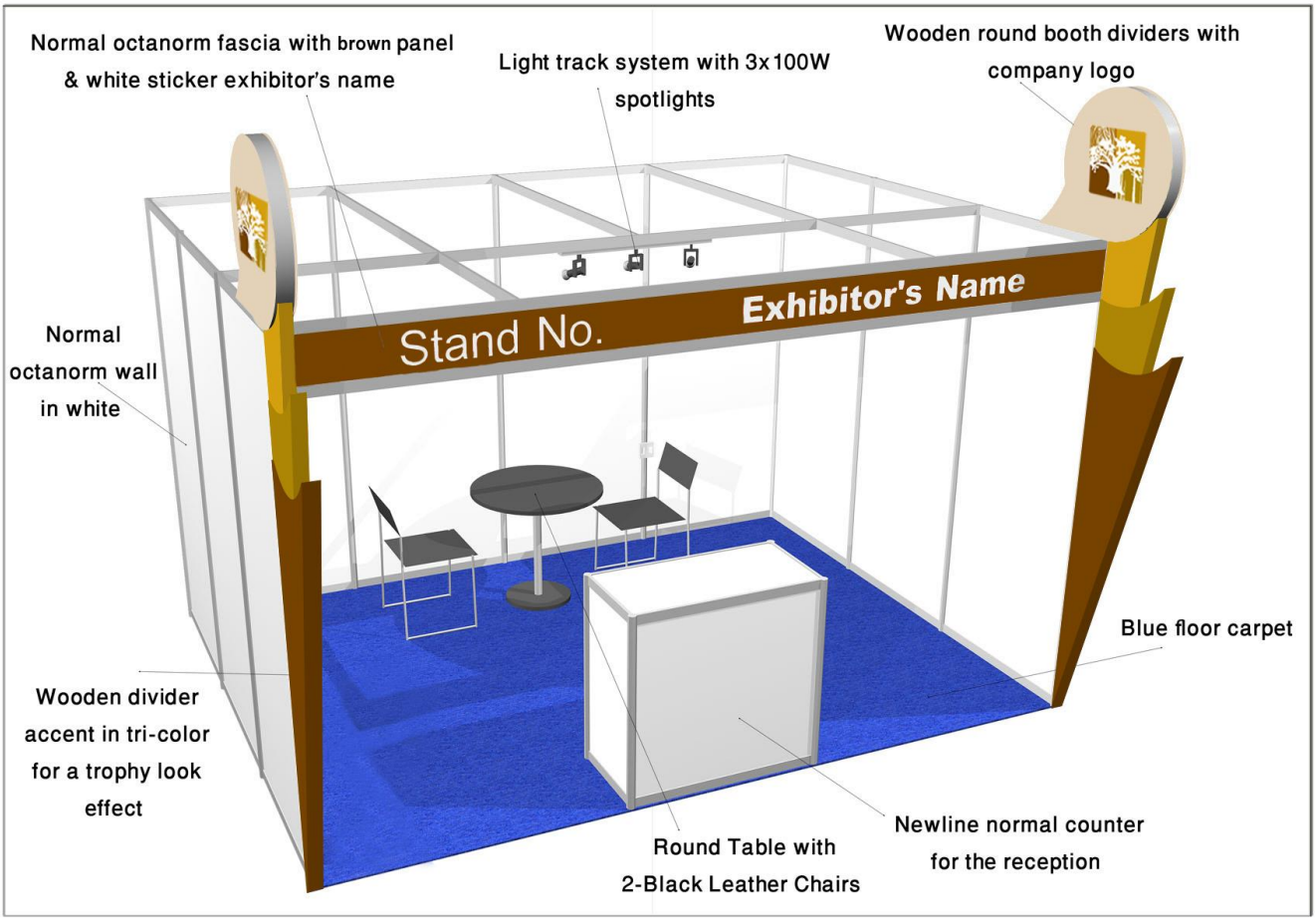
Shell Scheme Package

MEASUREMENTS OF STANDARD SHELL SCHEME STAND





Deluxe Shell Scheme Package


Normal octanorm fascia with brown panel & white sticker exhibitor's name
Light track system with 3x100W spotlights
Wooden round booth dividers with company logo
Stand No.
Exhibitor's Name
Normal octanorm wall in white
Blue floor carpet
Wooden divider accent in tri-color for a trophy look effect
Round Table with 2-Black Leather Chairs
Newline normal counter for the reception

Guidelines for Space Only Stands

All exhibitors taking Space Only space option must provide the organizer with the dimensional drawings showing the front, side, back side, elevations and floor layout of their proposed stand design for approval by Dubai World Trade Centre. Exhibitors and their contractors are responsible for the construction and decoration of their stands. Stands must conform to basic safety standards and must not present danger to occupants/visitors.

Construction details must also be submitted where it is intended to:

- Erect a multi-storey stand, platform floor or stage
- Provide for a closely-seated audience of 15 or more persons
- Construct a stand exceeding 4 meters in height
- Construct a stand where there is greater than 10 meters from any part of the stand to a gangway
- Details required where applicable:
- The form and dimensions of every structural member of the construction
- The materials to be used in the construction
- The forms and dimensions of every staircase
- The width and position of every escape and exit route within the stand
- The provision made in the construction of the stand for protection against fire and spread of flame
- Structural calculations and a construction method statement proving that the multi-storey stand are inherently stable and fit for intended use
- There are specific regulations concerning stairways, ramps, exits and means of escape. Please see the Technical Service Manual.
- These plans, sections, specifications and written particulars shall be submitted on suitable materials in a clear and intelligible manner and to a scale of at least 1:200.

An additional 25% surcharge will be applicable on the booked space upon approval of all double-decker stand designs.

Details must be provided immediately and accompanied by Form 6 (Notice of Intention to Erect a Stand and/or Carry out Electrical Installations) prior to the deadline dates.

Regulations Regarding Construction of "Space Only" Stands

Space Only exhibitors who have an island site are reminded that **THE USE OF WALLS IS RESTRICTED**. We expect island site exhibitors to provide access to their stands on all sides. The following guidelines must be observed.

Any walling shall only:

- Be a minimum of 2 meters from the perimeter of their stand
- Be located as centrally as possible
- Occupy a maximum of 20% of the total stand area
- Be transparent

On divided sites, exhibitors are responsible for erecting and decorating side and back walls facing onto your stand areas to a height of 2.5 meters. Walls (above the height of 2.5 meters) overlooking adjoining stands must be clad on both sides and finished in plain color only by the exhibitor who had them erected. Exposed walls must not display copy, logos or graphics or other advertising on the neighbor's side.

In the interest of the exhibition as a whole, it may be necessary to remove or alter part of a stand. If we feel this action must be taken, this will be at the expense of the exhibitor concerned.

It is the responsibility of exhibitors taking Space Only space option to make their own arrangements for the provision of platform for their stand area, which would facilitate passage of cables. The platform should have timber-finished edging and all corners should be rounded.

Provision for a special ramp for the handicapped visitors in stands with a platform is **MUST** and we ask exhibitors to adhere to this requirement.

The above rules will be closely monitored.

All work must be carried out in accordance with the Rules and Regulations detailed here and in the Technical Service Manual.

Materials

Materials to construct the stand shall be of a suitable nature and quantity in relation to the purposes for and conditions in which they are used, adequately mixed or prepared and supplied, used or fixed as to adequately perform the function for which they are designed for.

Fire Precautions

All materials used in constructing any wall, floor, or ceiling shall be made of materials with the below qualities:

- Non-combustible material
- Flame-resisting plastic

- Flame-resisting boarding
- Timber of any thickness treated so as to be flame-resisting
- Timber of thickness more than 25 mm
- Chipboard or blockboard more than 18 mm thick.
- All materials used for decorative finishes to stands shall be:

    - Able to pass a test for flammability for surface spread of flame.
    - Be fixed taut or in tight pleats to a solid backing.
    - Be secured at floor level.
    - Shall not ignite when subjected to a flame for 10 seconds and shall not have an afterglow when subjected to a heat source for 10 seconds.
    - Any paint used shall be water-based and the use of paint sprayers in the Halls is not permitted. Cavities and spaced around stands shall not be used for storage of empty crates, cartons, boxes or packaging materials.

Electrical

Electrical installations shall be of a nature to ensure safety in the utilization of electricity and shall be carried out in a competent manner. When a fault becomes apparent, the equipment shall not be used until the fault has been rectified.

A separate main cable will be supplied to each stand and each stand should have separate circuits for lighting and mains. It is the responsibility of the stand electrical contractor to supply a distribution board, fused isolator or circuit breaker, fitted with an earth leakage protector of not more than 30 mA for power and 100 mA for lighting, suitably positioned in an accessible position and clearly labeled.

Guidelines Regarding Electricity at Exhibitions

- Each installation shall be effectively bonded to earth
- Wiring shall be 3 core twin and earth not less than 1.5 mm cross sectional and be in PVC, elastomeric and other plastic sheathing
- Joints shall not be made except when connecting into a circuit and insulated screwed connectors shall be used and totally enclosed in insulated enclosures
- All wiring shall be effectively protected and fixed to prevent damage and risk of injury
- Cables placed under carpets are prohibited
- Power circuits for exhibits are to be designed with consideration taken for earth leakage and suitably protected
- Test equipment and wiring connections before connecting to stand circuits
- The use of one socket per piece of equipment is recommended
- Extension leads are not to be used
- Adaptors should not be used
- Never put 2-pin plugs into 3-pin sockets

Height Grading System

All Space Only exhibitors must follow the height grading system. The maximum height for Space Only stand is as follows, including name sign or trademark:

Maximum Height Allowed: 6 meters

Please Note: All structural designs with scaling of stand design needs to be submitted to DICEC (Dubai International Convention & Exhibition Centre) for approvals at least 1 month prior to the show.

General Rules and Guidelines

Exhibitors must ensure that all gangways adjoining the stand are not blocked during build-up and break-down to a degree which inhibits the movement of other exhibitors and freight. The exhibitor is also responsible for ensuring that no obstruction is placed in the aisle adjacent to his stand throughout the open hours of the exhibition. The organizers reserve the right to restrict the area of scaffolding or plant and limit the times during which it shall remain in the halls or on the stand.

No part of any stand or exhibits including fascia, signs, lighting, corner posts or other fittings shall project into or overhang any gangway or adjacent stands or obscure any fire or exit signs or be suspended from the roof or facility structure. Additionally, any display or other items attached must not project over the frontage of space taken by another exhibitor. However, if you have a requirement for overhead suspended light banks, please refer to the organizers.

Logos flashing lights, lasers and similar may not be used outside the contracted stand (i.e. exhibitors cannot shine logos on ceilings or walls of the hall).

It is strictly prohibited to affix nails, hooks, tacks, screws, adhesives, paint or similar items to the floor, wall, ceiling or other parts of the premises.

Cinematographs, photographic slides, amplifiers, videos and neon signs may only be used with the organizers' prior written consent. Exhibitors are requested to keep the noise levels of videos, music systems, etc. down. As a rule of thumb regarding noise levels, they should not interfere with normal conversation in neighboring stands.

The exhibitor is not allowed to paste or otherwise to affix or exhibit advertisements anywhere in the exhibition halls except in his own stand. The exhibitor may not distribute handbills, advertisements, photographs or other printed matter from the gangways and outside the areas of the exhibition.

The exhibitor is not permitted and shall not permit others to connect or otherwise interfere with the electrical, gas, water or other fittings of the halls and shall not introduce into or use in the halls any supplementary plant for the generation or supply of electricity or other means of artificial lighting or generating power.

Exhibitors providing their own displays must ensure that these are completely finished including pre-mounting of samples, exhibits, lettering, photographs etc. on plywood or other suitable board before delivery to site.

It will not be possible for exhibitors to obtain on-site services or labor for the erection of their stands and displays unless prior arrangements have been made. If on-site service or labor is required, please contact the Official Stand Fitting Contractor for the rates. Advanced notice of at least one month must be given.

The floor loading capacity is 1,500 kgs. per sq. m. on all main floor areas in the halls. Exhibitors with heavier exhibits should provide the organizers with details of the exhibits together with their exact position so that they can ascertain whether special weight spreading facilities are necessary.

No equipment, stand personnel, including demonstrators/hostesses or display materials are permitted to be extended into the aisle or in any way beyond the limits of the stand.

Maintenance of stands and delivery stock, catalogues, etc. during the exhibition period should be carried out before the exhibition opens or after it closes to visitors.

Time of Operation of Electricity Supplies

During Build-Up: During this period, supplies which have been tested and connected will normally be switched on within half an hour after the official opening times of the halls and switched off within half an hour before the official closing time of the halls each day. Additionally, there may be interruptions to the supply to allow Dubai World Trade Centre (L.L.C.) to make extra connections.

Please Note: As per the updated form for the power supply, Power during build up should be requested/ ordered through C3. Please refer to Technical Manual for more details.

During Exhibition Open Days: Electrical supplies to stands will normally be switched on one hour before opening and switched off half an hour after the close of the exhibition each day. All stands not requiring continuous supply of electricity should be switched off using the stand isolator as soon as possible after the close of each exhibition open period.

During Break-Down: All electrical supplies will be switched off 30 minutes after the close of the exhibition on the last day. Where an exhibitor requires a supply after the close of the exhibition, a request for such supply should be made through the organizer 24 hours before the final closing of the exhibition. The supply may be reinstated after the close of the exhibition once essential safety work has been completed.

Public Liability Insurance Cover: All Stand Fitting Contractors must hold a Public Liability Insurance Policy.

Please Note: The organizers must be informed to give their written approval where any of the following proposed:

- Any material, exhibit or substances that are of a hazardous, dangerous, noxious, explosive or objectionable nature.
- Requirement for satellite dish and installation.
- Petrol-fuelled motor vehicles as exhibits.
- Exhibits that produce fumes, exhaust and smoke.
- Operating machinery and apparatus.

- Use or display of radioactive materials.
- Use or display of pyrotechnics and lasers.
- Use or display of firearms, weapons and ammunition, whether replica or fully functional.
- Use or display of flammable liquid, oils and gases.
- Welding or similar processes where acetylene or compressed gas is being used.
- Any use of compressed air.
- Any recording, broadcasting or use of radios (two-way or for microphones), film sound, music or video or any other presentation likely to generate excessive noise.
- Public entertaining including fairground, amusements, displays and live performances.

Contractor Badges

Temporary Contractor Badges

Local Contractors (UAE Based)

- Individual Application

  All contractor staff must report to the cashier's cabin at the Za'abeel service yard to avail a temporary contractor badge in exchange of a valid proof of identity which can be either a UAE labour card or a UAE national ID card or a UAE driving licence or a UAE Government organisation ID card. This proof of identity will be kept at the cashier's cabin at the Za'abeel service yard until the contractor badge is returned.

Each contractor badge will be charged AED20.00 and is valid for a day (from 00:01 to 24:00). A fee of AED 100.00 will be payable at the cashier's cabin at the Za'abeel service yard for any lost contractor badge.

- Group Application

  A contractor may also apply for DWTC contractor badges for the company's entire team anytime before the build-up starts. A representative of the company should submit the application at the cashier's cabin at the Za'abeel service yard along with each staff's original proof of identity (a UAE labour card or a UAE national ID card or a UAE driving licence or a UAE Government organisation ID card) that will be kept at the cashier's cabin at the Za'abeel service yard until the contractor badges are returned.

Each of these contractor badges will be charged AED20.00 and is valid for a day (from 00:01 to 24:00). A fee of AED 100.00 will be payable at the cashier's cabin at the Za'abeel service yard for any lost contractor badge.

International Contractors (Non UAE Based)

All contractor staff must report to either the cashier's cabin at the Za'abeel service yard or at Al Wasl reception to avail a temporary contractor badge in exchange of a passport copy. The badge will be valid for a maximum of 15 days. AED200.00 will be charged per badge including an entrance fee of AED100.00 and a refundable deposit of AED100.00. The refundable deposit can be claimed upon returning the badge within 15 days from the date of payment. In the event the badge is not returned at the cashier's cabin at the Za'abeel service yard or at Al Wasl reception, the deposit will not be refunded.

Card Nr (for DWTC use)	Full Name	Passport Nr	Visa Nr	Nationality	Remarks (New or Renewal)

Annual Contractor Badges

Annual contractor badges can be issued for regular contractors working at DWTC. This annual badge is only valid for the current year (January to December), all badges expire on 31st December. Each badge costs AED500.00. In order to apply for annual contractor badges, the contractor's company should provide a soft copy of the following documents:

- A request letter on company letterhead
- A copy of the company trade license
- A copy of the valid visa and passport (on one page) of each applicant
- A photo (JPEG format) of each applicant
- A staff list using the format shown below

A company representative should submit all the applications to the FM Protocol and Security Department located on level 1 of DWTC Management Offices. Once the badges are issued, the representative should make the payment in advance to DWTC Finance Department Cashier's Office located at Al Wasl Building, level 1 and collect the badges.

The company is responsible for returning the badge to DWTC when the applicant is no longer under their sponsorship. The individual or the company will have to pay a fee of AED500.00 against a lost badge.

Collection Points

DWTC contractor badges can be collected at:

- EO land entrance for temporary and international contractor badges.
  Please refer to the attached map for your reference.
- Al Wasl reception for international contractor badges (this facility will be in operations upon prior approval)
- Loading docks of Sheikh Maktoum, Sheikh Rashid and Sheikh Saeed Halls for pick-up drivers delivering goods (this facility will be in operations upon prior approval)

NOTES

- DWTC contractor badge is the property of DWTC and must be used in accordance with the agreed terms and conditions.
- Under no circumstances can a contractor be admitted into the halls without showing a valid DWTC contractor badge.
- DWTC contractor badge bearers enter the complex at their own risk and DWTC holds no responsibility for any injury to person or damage to a vehicle or property any profile so that we can include a brief description of your company.

Rigging Rules & Charges

DICEC has recently issued a new regulation regarding rigging works at the exhibition halls. For WoodShow 2014, all rigging work will be done only through DICEC against certain charges.

Rigging Plans

- All rigging plans submitted must be clear and concise.
- Rigging points must be plotted with metric measurements between each rigging point and from each side of the stand.
- Precise weight of each individual rigging point must be clearly mentioned in kilograms along with the total weight of structure.
- The stand orientation must be clearly shown by the direction of the main entrance and by the stands or the walls on the neighboring three sides.
- The desired metric height from the floor to the bottom of the structure when fully suspended must be shown.
- Type of structure along with the metric measurements of its width, length and height must be clearly stated.

  Any rigging plans that do not match the above criteria will not be accepted.

  Any bottom rigging, lifting equipment or lifting eyes that are not stamped, rated and approved with a valid test certificate will not be accepted.

  Rigging points that have to be changed due to incorrect submitted rigging plans will be charged at the surcharge rate.

  Contractors will be able to choose from the following four options.

- **Drop Wire** – 6 mm wire rope fitted with a quick term connector. Wire will be left for the contractor the item and set to desired height. (For banners, light weight set pieces, truss weighing 50 kg or less).

- **Drop Wire (Hoist & Fix)** – 6 mm wire rope fitted with a quick term connector. DWTC will hoist and fix your trussing, banners or set pieces to the desired height and later will be responsible for the tear down.

- **Roof Point (50 kg to 250 kg)** - For heavy items weighing more than 50 kg., DWTC will supply a roof point anywhere in the venue for the contractors to attach their own lifting equipment, either a manual or electric hoist.

- **Roof Point with Lifting Equipment** - DWTC will supply one roof and an electric or manual chain hoist. DWTC will be responsible for lifting the bottom rigging to the desired height.

Additional Information

All DWTC Rigging hardware is inspected and tested by municipality-approved agents and carries valid certification.

All DWTC Rigging personnel are certified in both rigging and the use of access equipment.

No stand structure is to be attached to DWTC ceiling (even as a precautionary or added safety measure). The stand must be self-supporting and under no circumstances is the structure to be attached in any way to the ceiling of the exhibition hall.

Storage of all Posters and Artwork

All posters, banners, etc. will be disposed of immediately after the last day of tenancy unless prior arrangement for collection of the same has been made and mutually agreed upon.

Any poster banners that are stored for collection by request but not collected after 28 days will incur a disposal fee by the client.

Liability

Where the clients provide their own graphics / signage for installation by DWTC whilst exercising all care, DWTC cannot accept any liability for loss or damage to graphics incurred during transportation, storage, installation or de-rig.

FORMS

DUBAI WOODSHOW FORMS

Please retun this form to:

Florence Bacerra
Event Coordinator
Dubai WoodShow

Strategic Marketing & Exhibition
P.O.Box 10161, Dubai UAE
Tel : +971 4 39 23232
Fax : +971 4 39 23332
E-mail : florence@dubaiwoodshow.com

Form 1: Exhibitor Main Contact **Deadline: January 31, 2014**

Please complete by printing in **BLOCK CAPITALS** only (we cannot be held responsible for mistakes from illegible handwriting)

Company Name: _____ **Stand No.:** _____
Contact Name: _____ **Position:** _____
Address: _____ **Tel.:** _____
Fax: _____ **E-mail:** _____

Please nominate one person here as your contact for all matters concerning your stand requirements. We shall send all information to this person, who can then forward it to others within your organization, if required.

Signature: _____ **Date:** _____

Indemnity and Waiver
In exchange for good and valuable consideration, including inter alia, the Organizers entering into a license agreement with us, the receipt and sufficiency of this is hereby acknowledged.

INDEMNITY
I/We hereby indemnify the Organizers from and against any and all customs levy, tax, fine or any other payments which the Organizers are called upon to pay to the Authorities in Dubai on our behalf in any way connected with Dubai International Wood and Wood Machinery Show 2014.

WAIVER
We hereby waive any and all claims that we may have against the Organizers of any kind whatsoever, in anyway related to the storage and display of exhibits/equipment during Dubai International Wood and Wood Machinery Show 2014 whether during, before or after regular hours. We acknowledge we are solely responsible for the security and safekeeping of all our aforementioned possessions during, before and after regular show hours.

This section may only be signed by a Director or Partner of the exhibiting company.

Signature: _____ **Date:** _____

Name: _____ **Title:** _____

Seal of the Company: _____

Please provide all the data requested to enable us to action your order. Please keep a copy for your records.

Please retun this form to:

Florence Bacerra
Event Coordinator
Dubai WoodShow

Strategic Marketing & Exhibition
P.O.Box 10161, Dubai UAE
Tel : +971 4 39 23232
Fax : +971 4 39 23332
E-mail : florence@dubaiwoodshow.com

FORM 2: Exhibitor's Badge Request Form **Deadline: January 31, 2014**

Please complete by printing in **BLOCK CAPITALS** only (we cannot be held responsible for mistakes from illegible handwriting)

Company Name: ----------

Stand Number: ---------- **Stand Area (in sqm):** ----------

Total Number of Passes Required: ----------

Type the names and designations of your stand attendees:

	Name	Designation
1	----------	----------
2	----------	----------
3	----------	----------
4	----------	----------
5	----------	----------
6	----------	----------
7	----------	----------
8	----------	----------
9	----------	----------
10	----------	----------

On behalf of the Exhibitor:
Full Name: _____ Date: ----------
Signature: _____

Please retun this form to:

Florence Bacerra
Event Coordinator
Dubai WoodShow

Strategic Marketing & Exhibition
P.O.Box 10161, Dubai UAE
Tel : +971 4 39 23232
Fax : +971 4 39 23332
E-mail : florence@dubaiwoodshow.com

Form 3: Visitors Invitation Request Form

Deadline: January 31, 2014

Please specify how many Visitor Invitations you would require to invite your clients to visit you at the show.

We require _____ number of Visitor Invitations.
(Please specify the number in digits)

Company Name: _____ Date: _____

Name of Contact: _____ Position in the Company: _____

Please provide all the data requested to enable us to action your order. Please keep a copy for your records.

Please retun this form to:

Florence Bacerra
Event Coordinator
Dubai WoodShow

Strategic Marketing & Exhibition
P.O.Box 10161, Dubai UAE
Tel : +971 4 39 23232
Fax : +971 4 39 23332
E-mail : florence@dubaiwoodshow.com

FORM 4A: Catalogue Editorial and Branding **Deadline: January 31, 2014**

Please complete by printing in **BLOCK CAPITALS** only (we cannot be held responsible for mistakes from illegible handwriting)

Company Name: _____ **Stand No.:** _____
Contact Name: _____ **Position:** _____
Address: _____ **Tel.:** _____
Fax: _____ **E-mail:** _____

ALL EXHIBITORS AUTOMATICALLY QUALIFY FOR A FREE EDITORIAL entry in the Exhibition Catalogue. However, if you wish to enhance your catalogue editorial, please tick either the "GOLD" or "PLATINUM" entry types.

To ensure your organization is listed in the catalogue, please complete FORMS 4A and 4B and return to the organizer in the format specified below via **e-mail.** Please send text as an MS Word file and the logo in Illustrator (EPS or AI file) as attachments to the e-mail to florence@dubaiwoodshow.com

Please Tick the Box	Entry Type	Entitlement	Cost (US$)	Requirement (what should you send?)
☐	**Silver Editorial**	Company Contact Details Company Profile of up to ***75 words***	FREE	Form 4A Form 4B with details to be published
☐	**Gold Editorial**	Color Logo Company Contact Details Company Profile of up to ***150 words***	US$ 300	Form 4A Form 4B with details to be published 1 Company Logo
☐	**Platinum Editorial**	Color Logo Company Contact Details Company Profile of up to ***300 words***	US$ 500	Form 4A Form 4B with details to be published 1 Company Logo

Please provide all the data requested to enable us to action your order. Please keep a copy for your records.

Please retun this form to:

Florence Bacerra
Event Coordinator
Dubai WoodShow

Strategic Marketing & Exhibition
P.O.Box 10161, Dubai UAE
Tel : +971 4 39 23232
Fax : +971 4 39 23332
E-mail : florence@dubaiwoodshow.com

Form 4B: Catalogue Editorial — Text **Deadline: January 31, 2014**

Please complete by printing in BLOCK CAPITALS only (we cannot be held responsible for mistakes from illegible handwriting).

EDITORIAL INFORMATION: Now that you have chosen your editorial type, please use this form to type your text, website and e-mail address to be published.

ALL EXHIBITORS: Please use this section to type your editorial to be published in the show catalogue.
KINDLY NOTE: NO HANDWRITTEN FORMS WILL BE ACCEPTED.

Please type the information you want to appear in the catalogue in the box provided below or you can send it to us via e-mail to florence@dubaiwoodshow.com.

TEXT TO BE PUBLISHED
Stand No: Company Name: Contact Name: Position: Address: Tel: Fax: E-mail:: Website Profile:

PLEASE NOTE: A separate MS Word Document version of this form will be sent to you. Please fill out the Word File and send it back to florence@dubaiwoodshow.com. This is to make sure that whatever information you provide will be copied verbatim.

Please retun this form to:

Florence Bacerra
Event Coordinator
Dubai WoodShow

Strategic Marketing & Exhibition
P.O.Box 10161, Dubai UAE
Tel : +971 4 39 23232
Fax : +971 4 39 23332
E-mail : florence@dubaiwoodshow.com

Form 4C: Catalogue Advertising **Deadline: January 31, 2014**

Please complete by printing in **BLOCK CAPITALS** only (we cannot be held responsible for mistakes from illegible handwriting).

Company Name: _____ **Stand No.:** _____
Contact Name: _____ **Position:** _____
Address: _____ **Tel.:** _____
Fax: _____ **E-mail:** _____

We would like to apply for the following catalogue advertising opportunities:

Please note the following:

These services will be invoiced IN ADVANCE and 100% payment will be required upon receipt of the invoice.

Tick (as required)	Four Color Format	USD
☐	**Full page**	$ 2,600.00
☐	**(1/2) Half Page**	$ 1,400.00
☐	**Page One Facing Inside Front Cover**	$ 2,900.00
☐	**Double Page Advertisement**	$ 4,900.00
☐	**Inside Front Cover**	$ 3,500.00
☐	**Inside Back Cover**	$ 3,300.00
☐	**Last Page Facing the Inside Back Cover**	$ 2,800.00
☐	**Outside Back Cover**	$ 4,100.00
☐	**Bookmark**	$800.00
☐	**Branded Bellyband**	$900.00
	Total Amount	

Please provide all the data requested to enable us to action your order. Please keep a copy for your records.

Please retun this form to:

Florence Bacerra
Event Coordinator
Dubai WoodShow

Strategic Marketing & Exhibition
P.O.Box 10161, Dubai UAE
Tel : +971 4 39 23232
Fax : +971 4 39 23332
E-mail : florence@dubaiwoodshow.com

FORM 5: Request for Promoters & Translators **Deadline: January 31, 2014**

Please complete by printing in **BLOCK CAPITALS** only (we cannot be held responsible for mistakes from illegible handwriting).

Company Name: _____ **Stand No.:** _____
Authorized Person: _____
Tel / Fax / E-mail (preferred form of contact)**:** _____

A variety of temporary staff are available to represent your company at Dubai WoodShow 2014.

Temporary Staff	No. of Staff Needed	Specific Requirements (i.e., languages, skills, etc)	Prices
Hostess			/ hour
Translator (Arabic/English)			/ day
Sales			/ hour
Models			/ hour

Payment should be made in full on or before 8th March 2014.
Please provide all data requested to enable us to action your order. Please keep a copy for your records.

On behalf of the exhibitor:

Full Name: _____ Date: _____

Signature: _____

Please retun this form to:

Florence Bacerra
Event Coordinator
Dubai WoodShow

Strategic Marketing & Exhibition
P.O.Box 10161, Dubai UAE
Tel : +971 4 39 23232
Fax : +971 4 39 23332
E-mail : florence@dubaiwoodshow.com

Form 6: (Space Only) Notice of Intention To Erect A Stand and Carry Out Electrical Installations

Deadline: January 31, 2014

Please complete by printing in **BLOCK CAPITALS** only (we cannot be held responsible for mistakes from illegible handwriting).

Company Name: _____ **Stand No.:** _____
Authorized Person: _____
Tel / Fax / E-mail: _____

We advise that the following contractor has been appointed to erect the above stand or install electrics at the above exhibition. We also confirm that they have read and understood the relevant regulations as issued by the Organizer and therefore agree to abide to the same.

Appointed Contracting Company: _____
Address: _____
Contact Person(s): _____
Tel: _____ **Fax:** _____
E-mail: _____ **Mobile:** _____

Details of work to be carried out, including dimensional drawing, should show the front, side and back perspectives, elevation and floor layout of the stand must accompany the form.

Constructional details shall also be submitted where it is intended to:

Erect a multi-storey stand, platform floor or storage.
Provide for a closely seated audience of 15 or more persons.
Construct a stand exceeding 4m in height.
Construct a stand where there is greater than 10mm from any part of the stand to a gangway.

There are specific regulations concerning stairways, ramps, exits and means of escape. For further clarification, please see section regarding Erection of Stands in the Exhibitor's Manual for Stand Fitting and Electrical Regulations.

Electrical Details

Electrical installations shall be of a nature to ensure safety in the utilization of electricity and shall be carried out in a competent manner. These plans, sections, specifications and written particulars shall be submitted on suitable materials in a clear and intelligible manner and to a **scale of at least 1:200.**

Signed: _____ **Date:** _____
(For and on behalf of the Exhibitor)

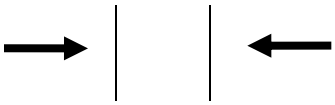
Signed: _____ **Date:** _____
(For and on behalf of the Contractor)

Signature: _____ **Name in CAPS:** _____

Date: _____

Please provide all the data requested to enable us to action your order. Please keep a copy for your records. Please tell your stand contractor if you have ordered telecommunications.

Please scale your stand plan and mark equipment location.



Scale: 1

Front of Stand

Payment Received:	Amount:
Unit Limit:	Additional Units:
Equipment Ref:	Date Issued:
Line Activated By:	Time/Date:
Line De-activated by:	Time/Date:
Line Usage (Units):	Value:
Equipment Returned:	Condition:
Refund:	Sent:

For Office Use Only:
Please provide all data for requested to enable us to action your order. Please keep a copy for your records.

Please return this form to:

(Please refer to page 7 for logistics partners)

_____

_____

_____

Form 7: Logistics Form

Consignee:

(Please refer to page 7 for logistics partners)

_____

_____

_____

Company Name: _____

Stand No.: _____ Hall No: _____

Tel: _____ Fax: _____

Remarks – Please TICK where applicable

☐ RE- Export

☐ Disposed Off / Consumed

☐ Given Away / Sold

	Dimensions LxBxH (cm)	Weight		Description of Goods (English)	Engraved Serial Number	International Harmonized Code	Quantity	CIF Value (US$)		Remarks		
		NET	GROSS					Unit Value	Total Value	A	B	C
								Total CIF Value		US $		

Total Number of Cases: _____

Total Weight: _____ kgs.

Total Volume: _____ CBM

The invoiced good are of _____ origin and are intended for display only at the exhibition site.
We declare that the information given above is **true and correct** and represent **fair market value** for the items described herein.

Above are for (temporary / permanent) import into UAE for Dubai WoodShow 2014 and will be re-exported after the exhibition.
Page _____ of _____

(To be completed by the Exhibitor)
Signed for and on behalf of

Date _____ Company _____ Company Seal _____

_____ _____
Name in BLOCK LETTERS Authorized Signatory

And a copy marked to the Organizer's office via florence@dubaiwoodshow.com or fax it +971 4 392 3332.

Signature: _____ **Date:** _____

Name: _____ **Title:** _____

Please provide all the data requested to enable us to action your order. Please keep a copy for your records.

eventserve
BY DUBAI WORLD TRADE CENTRE

DWTC FORMS

Data & Telecom Services Form_2014 V01.08.13_EP

Place Your Exhibition Logo Here

Please Return Completed Forms to DWTC's Exhibitor Services:
Helpline: +971 4 308 6333 • E-mail: exhibitors@dwtc.com

Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting)

EXHIBITION DETAILS

Exhibition Name				Exhibition Date	
Hall No.		Stand No.		Stand Name	

ORDER CONTACT DETAILS (we require these details so we can contact you about your order)

First Name								
Last Name				Job Title				
Company Name / Type				Contractor		Exhibitor		Agent
Company Address								
Company City		Postal Code			Country			
Direct No.		Mobile No.						
E-mail (important service information will be sent to this address)								
On-site Contact Name			On-site contact No.					

Ways to Pay: Payment should be made only on receiving your pro-forma invoice;

✓ (Please select)

☐ **CREDIT CARD -** You can now pay by credit card through our secure on-line payment facility. On confirmation of your order we will e-mail you a link to our website that will allow you to pay by VISA or MasterCard with ease.

☐ **COMPANY CHEQUE -** If your company is based within the UAE, we will accept payment by company cheque. You need to allow for 5 working days to ensure that the funds have cleared on time and as such postdated cheques are not accepted. Cheques can only be deposited at Exhibitor Services in Concourse 1 of Dubai World Trade Centre.

☐ **BANK TRANSFER -** If you prefer you can pay by bank transfer. On selecting this method we will e-mail you the Bank Transfer Form that will detail our account information and the charges you should allow for. You need to allow for 10 working days to ensure that the funds have cleared on time.

Conditions of Sale:

1) Dubai World Trade Centre holds the exclusive rights to all data and telecommunication services within DWTC.
2) All orders for data and telecom services must be paid in full at the time of ordering. All rates are quoted in United Arab Emirates Dirhams. Cancellations or amendments to confirmed and paid orders are not permitted.
3) **The advance "More than 3 weeks prior" rates are charged 3 weeks and more prior to the start date of the event**. Items must be paid within 5 days of ordering or will be automatically cancelled.
4) **The standard "Less than 3 weeks prior" rates are charged within 3 weeks and less prior to the start date of the event.** Items must be paid within 24 hours of ordering or will be automatically cancelled.
5) Orders placed **on-site** once build-up has commenced are subject to availability and charged at the **standard "Less than 3 weeks prior"** rates plus **50%**.
6) Successful delivery of your order is dependent on the correct stand number and name of exhibiting company being provided. Please ensure

Data & Telecom Services Form_2014 V01.08.13_EP

that any changes to the stand number or exhibiting company name are communicated to DWTC by e-mailing exhibitors@dwtc.com.

A World of Possibilities:

Dubai World Trade Centre is expert in delivering all your telecommunication and data services requirements during the exhibition. For ease you can order directly using this form. However if you have more complex requirements such as direct external lines, leased lines, wired networks then please contact us and we will be delighted to quote for you.

Please contact us to discuss your requirements on +971 4 308 6333 or by e-mail at exhibitors@dwtc.com

Due to the variability of wireless network signals within the exhibition environment, Dubai World Trade Centre operates the following;

Wireless internet networks installed by exhibitors and their contractors can only function on 2.4GHz, however DWTC does not recommend this for product demonstration due to interference from multiple networks and is unable to offer any technical support on this frequency.

Dubai World Trade Centre operates a "Clean Air" policy on wireless internet networks functioning on 5GHz and will reserve the right to switch off any unauthorised 5GHz wireless networks.

The "5GHz Wireless Internet Access" product only operates on the 5GHz wireless band. To know if your device supports 5GHz radio you can search www.gsmarena.com to see the specifications of your smartphone or tablet under DATA _ WLAN. If it has "Wi-Fi 802.11 b/g/n" then it only supports 2.4GHz, if it has "Wi-Fi 802.11 a/b/g/n" then it supports 5GHz.

Any orders for internet access must have the required information detailed in full before the order will be processed.

Item Description	Connection speed	Advance: More than 3 weeks prior	Standard: Less than 3 weeks prior	On-site rate	Quantity	Total cost
Wired internet	1 Mbps	3,125.00	4,460.00	6,690.00		
	2 Mbps	4,035.00	5,760.00	8,640.00		
	4 Mbps	5,400.00	7,710.00	11,565.00		
	Number of users	Per user per event				
5GHz Wireless internet access *(charged at the number of users required x corresponding rate)*	1 - 4	500.00	500.00	500.00		
	5 – 49	360.00	360.00	360.00		
	50 – 99	250.00	250.00	250.00		
	100 plus	200.00	200.00	200.00		
2 Hour 5GHz wireless internet access per user		50.00	50.00	50.00		
Network switch and configuration with 4 network points		910.00	1300.00	1,950.00		
SUBTOTAL						

REQUIRED INFORMATION

✓ **Type of stand**	Shell scheme		Single-storey space only		Double-storey space only			
✓ **Type of device**	Laptop computer		Desktop computer		Tablet		Smart phone	
Quantity of devices								
✓ **Internet usage**	E-mail		Internet browsing		Video/ Voice calling e.g. Skype			
	Video streaming		Others					
✓ **Clean Air policy**	Received and understood		Received but have questions		Not received			

Data & Telecom Services Form_2014 V01.08.13_EP

✓ I have detailed my requirements below and ask that a DWTC specialist calls me back to discuss:	

TELECOM LINES

Item Description	Deposit	Advance: More than 3 weeks prior	Standard: Less than 3 weeks prior	On-site rate	No. of lines	Total cost
Telephone line and handset through PABX	3,000.00	825.00	1,175.00	1,765.00		
Fax line and machine through PABX	3,000.00	880.00	1,255.00	1,885.00		
ISDN	3,000.00	1,005.00	1,430.00	2,145.00		
Point of sale line		1,005.00	1,430.00	n/a		
SUBTOTAL						

TELECOM LINES for UAE ETISALAT ACCOUNT HOLDERS

Item Description	Advance: More than 3 weeks prior	Standard: Less than 3 weeks prior	On-site rate	No. of lines	Total cost
Telephone line and handset	550.00	785.00	1,180.00		
ISDN	550.00	785.00	1,180.00		
Point of sale line	550.00	785.00	1,180.00		
ETISALAT Subscriber name					
ETISALAT Subscriber number					
SUBTOTAL					

GRAND TOTAL	

Points to note:

1) Wired internet:

a. A computer or device with a RJ45 network interface is required to use DWTC wired internet connections.
b. Internet lines are activated on the last day of build-up. Please advise if you require the service prior to this date.

2) Wireless internet:

Due to the variability of wireless network signals within the exhibition environment, Dubai World Trade Centre operates the following;

a. Wireless internet networks installed by exhibitors and their contractors can only function on 2.4GHz, however DWTC does not recommend this for product demonstration due to interference from multiple networks and is unable to offer any technical support on this frequency.
b. Dubai World Trade Centre operates a “Clean Air” policy on wireless internet networks functioning on 5GHz and will reserve the right to switch off any unauthorised 5GHz wireless networks.
c. The “5GHz Wireless Internet Access” product only operates on the 5GHz wireless band. To know if your device supports 5GHz radio you can search www.gsmarena.com to see the specifications of your smartphone or tablet under DATA _ WLAN. If it has “Wi-Fi 802.11 b/g/n” then it only supports 2.4GHz, if it has “Wi-Fi 802.11 a/b/g/n” then it supports 5GHz.
d. Any orders for internet access must have the required information detailed in full before the order will be processed.

3) Telecoms:

a. Telephone lines such as direct external lines (DEL), point of sale lines (POS) and ISDN do not include per unit call charges which will be deducted from the deposit after the event or charged to the ETISALAT subscribers
b. Telephone lines are automatically programmed to allow for international calls unless otherwise requested.
c. ISDN lines are supplied without the required ISDN modem.
d. A UAE bank account is required for a point of sale (POS) lines which are supplied without the required credit card machine.
e. A power socket is required for fax and credit card machines.

4) General:

a. It is essential that you inform your stand contractor that telecommunication or data lines have been ordered.
b. Any equipment supplied is the responsibility of the exhibitor during the event and should be returned on the last day of the event. Any loss or damage incurred will be charged to the exhibitor.

5) Clean Air Policy:

a. Purpose

As the 5GHz Wi-Fi wireless networking uses the shared resource of the unlicensed radio frequencies, it is necessary to regulate the usage of such devices within the Dubai World Trade Centre (DWTC) venues.

By applying this policy, reliable and secure Wi-Fi based services can be provided at DWTC. This policy applies to all 5GHz wireless networking devices and users on DWTC premises.

b. Policy

Ownership and Management of Radio Airspace

DWTC is the owner of the 5GHz unlicensed radio frequencies on its property, that is, the 5GHz Unlicensed National Information Infrastructure (UNII) bands used in wireless networking. DWTC is responsible for managing these radio frequencies for the benefit of DWTC users. DWTC may restrict use of any devices that can cause interference in the unlicensed radio frequency ranges.

DWTC is solely responsible for providing wireless networking services within its venues and offices. No other entity may deploy wireless network access points or other wireless service in its space. Private wireless access points in the exhibition halls, concourse areas, meeting rooms or offices are strictly prohibited. DWTC reserves its right to sanction non-compliance.

DWTC is responsible for maintaining a secure network and will deploy adequate security mechanisms to support wireless networking in the venues.

DWTC deployed a 5GHz wireless network to cover all its venues, based on the 802.11a/n standards. DWTC will work with other entities to accommodate special needs, where technically feasible. DWTC will collaborate with organizers and tenants where devices used for specific business reasons may require specific solutions.

Wireless Service Considerations

Wireless networking has bandwidth limitations compared to the wired network. The wireless network should be viewed as augmenting the wired network, to provide more flexible network use. Applications that require large amounts of bandwidth, or are sensitive to changes in signal quality and strength may not be appropriate for wireless access.

Standards supported

IEEE 802.11a/n is the preferred wireless networking standard.
Security standards may be applied as needed.

eventserve
BY DUBAI WORLD TRADE CENTRE

Stand Catering Form_2014 V01.08.13_EP

Place Your Exhibition Logo Here

Please Return Completed Forms to DWTC's Exhibitor Services:
Helpline: +971 4 308 6333 • E-mail: exhibitors@dwtc.com

Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting)

EXHIBITION DETAILS

Exhibition Name				Exhibition Date	
Hall No.		Stand No.		Stand Name	

ORDER CONTACT DETAILS (we require these details so we can contact you about your order)

First Name							
Last Name				Job Title			
Company Name / Type				Contractor		Exhibitor	Agent
Company Address							
Company City		Postal Code			Country		
Direct No.		Mobile No.					
E-mail (important service information will be sent to this address)							
On-site Contact Name			On-site Contact No.				

Ways to Pay: Payment should be made only on receiving your pro-forma invoice;

✓ **(Please select)**

☐ **CREDIT CARD -** You can now pay by credit card through our secure on-line payment facility. On confirmation of your order we will e-mail you a link to our website that will allow you to pay by VISA or MasterCard with ease.

☐ **COMPANY CHEQUE -** If your company is based within the UAE, we will accept payment by company cheque. You need to allow for 5 working days to ensure that the funds have cleared on time and as such postdated cheques are not accepted. Cheques can only be deposited at Exhibitor Services in Concourse 1 of Dubai World Trade Centre.

☐ **BANK TRANSFER -** If you prefer you can pay by bank transfer. On selecting this method we will e-mail you the Bank Transfer Form that will detail our account information and the charges you should allow for. You need to allow for 10 working days to ensure that the funds have cleared on time.

Conditions of Sale:

1) Dubai World Trade Centre holds the exclusive rights to all catering services within DWTC. Food and beverage, logo bottled water and samples are not permitted to be brought into DWTC by any organiser, exhibitor, contractor or other entity hired as part of the event.

2) All catering orders must be paid in full at the time of ordering. All rates are quoted in United Arab Emirates Dirhams. Cancellations or amendments to confirmed and paid orders are not permitted.

3) **The advance "More than 3 weeks prior" rates are charged 3 weeks and more prior to the start date of the event**. Items must be paid within 5 days of ordering or will be automatically cancelled.

4) **The standard "Less than 3 weeks prior" rates are charged within 3 weeks and less prior to the start date of the event.** Items must be paid within 24 hours of ordering or will be automatically cancelled.

5) Successful delivery of your order is dependent on the correct stand number and name of the exhibiting company being provided. Please ensure that any changes to the stand number or exhibiting company name are communicated to DWTC by e-mailing exhibitors@dwtc.com.

Stand Catering Form_2014 V01.08.13_EP

A World of Possibilities:

Dubai World Trade Centre's Catering division is expert in delivering all your catering requirements during the exhibition. For ease you can order directly using this form by filling out the quantities you require on each day and at what time. However if you have more elaborate plans, such as a lavish breakfast buffet, sumptuous lunch or sophisticated evening cocktail reception, then please contact us and we will be delighted to create a bespoke menu for you for one day or for the entire event. Some examples are shown below:

e.g. All day reception menus from AED 230.00 per person based on a minimum of 25 people, ideal for refreshments throughout the day:

Breakfast Menu
Croissants,
Danish pastries
Pastrami sandwich
Chicken mayonnaise sandwich
Cheese & tomato sandwich
Orange juice
Tea and coffee

Lunch
Crudités
Chicken breast on peach & vanilla chutney
Quail egg with chive mousse
Asian marinated duck breast
Goats cheese with shallot compote
Smoked turkey breast mousse with chutney

Dessert
Orange tarts with almonds crunch
Cheese cake
Strawberry tartlets
Mini Paris-Brest
French chocolate éclairs

Afternoon Tea
Assorted luxury sandwiches
English cake
Broccoli and cheese quiches
French pastries
Fruit kebabs

e.g. Buffet lunch menus from AED 180.00 per person based on a minimum of 25 people, ideal for a more substantial lunch:

Belgium endives salad, yoghurt and orange dressing
Mediterranean salad with Romaine lettuce,
Grilled halloumi cheese
Glass noodle salad with shrimps and lemongrass
Hommous
Fattoush
Roasted baby eggplants and tahina
Garden greens, vinaigrette

Kebab selection:
Shish tawook, lamb kofta, jojo kebab
Emincé of veal in mushroom cream sauce
Toulouse fish stew with mussels
Vietnamese wok fried beef with broccoli
Vegetable rigatoni with tomato sugo
Basmati rice

New York carrot cake
Chocolate truffle mousse
Passion fruit yoghurt cake
Vanilla cream profiterole on raspberry sauce

e.g. Canapé collections from AED 195.00 per person based on a minimum of 25 people, ideal for cocktail receptions:

Cold Canapés
Crudités
Smoked turkey breast & pomegranate
Quail egg with chive velvet cream
Gulf prawns with coriander dip
Hommous on crispy mini Arabic bread
Tabouleh in cherry tomato
Chervil cream cheese and avocado with capsicum relish

Hot Canapés
Teriyaki chicken skewers with soy chive glaze
Vegetable samosa
Mini kofta kebab
Leek and blue cheese tartlets
Pepper crusted beef mignons
Lamb kebbeh

Dessert Canapés
Assorted Arabic sweets and pastries
Mini fruit tartlets
Lemon curd tarts
Apple jalousie
Crème caramel

e.g. Light buffet lunches from AED 130.00 to AED 180.00 pp on a minimum of 25 people, ideal for entertaining clients on your stand:

The Thai Collection	*The Italian Collection*	*The Indian Collection*	*The Chinese Collection*
Thai style open sandwiches *King prawn and pineapple skewers* *Schezwan crusted salmon* *Skewered lemongrass chicken* *Phad Thai style stirfried noodles* *Sticky chicken wings* *Assorted savouries*	*Buffalo mozzarella on ciabatta croûte* *Cocktail assorted bruschetta* *Mediterranean quiche with fresh basil* *Salami of meat & fruits* *Melon & turkey ham* *Prawn & penne pasta salad* *Roasted bell peppers*	*Punjabi vegetable samosa* *Shahi paneer tikka kebabs* *Tandoori chicken, royal chaat* *Hara bhara salads, coriander dips* *Luckhnawi chicken biryani* *Adraki chaamp* *Mahi tikka hasrati* *Navratan pulao* *Kashmiri sabzi kofte* *Gulab jamuns* *Fruit platter*	*Fried shrimps on iceberg lettuce* *Chinese cabbage and bean sprout salad* *Green beans and peppers with sesame oil* *Cantonese roast duck* *Chinese broccoli, cauliflower with oyster sauce* *Sweet and sour chicken* *Wok fried rice with tofu* *Shanghai fried noodles with mushroom* *Sago coconut milk with fruits* *Lychee and mandarin mousse*

The Arabic Collection	*The English Collection*	*The Turkish Collection*
Feta cheese and plum potato *Mini cheese manakish* *Lamb kebbeh* *Lebanese chicken cutlets* *Hammour sayadiah* *Oriental rice* *Fattoush* *Hommous* *Fresh fruit platter*	*Duck tartlets* *Assorted savory scones* *Platter of bloomer sandwiches* *Huntsmen pie with chutney* *Minted new potatoes* *Fresh garden salad* *Strawberry tartlets* *English cheese board*	*Antep Ezme - Finely chopped tomato with Bodrum chili paste and capsicum* *Haydari - Labneh with golden brown sautéd butter and dry mint* *Kasik Salata - Diced tomato, cucumber, red onion, capsicum, walnut and pomegranate syrup* *Coban Salata - Sun ripened tomato, red cabbage, onion, with fresh lemon and olive oil* *Sulu Kofta – Boiled Turkish kofta and carrot and yoghurt* *Burghul Pilav - Burghul sautéd with onion, capsicum, tomato paste and dry mint* *Bezalya - Sauted minced lamb cooked with green beans* *Imam Bayildi - Eggplant stuffed with minced lamb and baked in the oven with tomato sauce* *Sutlac - Rice slowly cooked in fresh milk with cinnamon then baked in the oven and served cold* *Keskul - Milk simmered with vanilla and fresh eggs topped with sliced almond*

Please contact us to discuss your requirements on +971 4 308 6333 or e-mail us at exhibitors@dwtc.com.

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Item	Unit	Advance: More than 3 weeks prior	Standard: Less than 3 weeks prior	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Requested Delivery Time
BAKERY				**Please write the quantity of items in the days columns**							
Khidri stuffed dates	400gms	150.00	210.00								
Kholas large stuffed dates	400gms	175.00	245.00								
Assorted Danish pastries	20pcs	95.00	130.00								
Assorted croissants	20pcs	95.00	130.00								
Assorted muffins	15pcs	110.00	155.00								
Assorted donuts	15pcs	110.00	155.00								
Banana puffs	15pcs	140.00	195.00								
Sliced tea cake	10pcs	175.00	245.00								
Assorted mini cakes	10pcs	175.00	245.00								
Butter cookies	50pcs	110.00	155.00								
American cookies	25pcs	130.00	180.00								
Chocolate brownies	15pcs	110.00	155.00								
CONFECTIONARY											
Wrapped mint candy	1kg	150.00	210.00								
Chocolate truffles	20pcs	130.00	180.00								
Quality Street chocolate box 370g	1pc	80.00	110.00								
Bateel date chocolates	320g	125.00	175.00								
Bateel praline chocolates	220g	120.00	170.00								
Traditional Arabic sweets	400g	155.00	220.00								
Turkish baklava	600g	150.00	210.00								
Reception package Including assorted Lays crisps (15), Best salted peanuts (15), assorted chocolate bars (15) and Quality Street chocolate box (1)	1	290.00	410.00								
FRUIT											
Sliced fruit platter	30pcs	110.00	155.00								
Seasonal fruit basket	4kg	140.00	195.00								
SANDWICH PLATTERS											
Classic sandwiches	30pcs	175.00	245.00								
Luxury sandwiches	30pcs	200.00	285.00								
Vegetarian sandwiches	30pcs	175.00	245.00								
Mixed sandwiches	30pcs	185.00	260.00								
Savory mixed bagels	15pcs	210.00	300.00								
Savory chicken wraps	30pcs	185.00	260.00								
COLD CANAPÉS											
Smoked salmon & cream cheese	30pcs	210.00	300.00								
Tomato & mozzarella skewers	30pcs	220.00	310.00								
Tiger prawns with ginger	30pcs	210.00	300.00								
Fresh tuna & pesto	30pcs	210.00	300.00								
Quail eggs, spicy mayo on focaccia	30pcs	155.00	220.00								
Brie & pear	30pcs	175.00	245.00								
Assorted maki	18pcs	265.00	375.00								
Cocktail shrimp with curry dip	30pcs	235.00	335.00								
Chicken mousse	30pcs	175.00	250.00								
Antipasti platter	1.2kg	220.00	310.00								
International cheese platter	1kg	220.00	310.00								

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Item	Unit	Advance: More than 3 weeks prior	Standard: Less than 3 weeks prior	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Requested Delivery Time
HOT CANAPÉS				**Please write the quantity of items in the days columns**							
Thai green curried prawns	30pcs	200.00	285.00								
Tandoori chicken & mango salsa	30pcs	195.00	275.00								
BBQ chicken	30pcs	165.00	230.00								
Lamb kebbeh	30pcs	180.00	255.00								
Chicken satay with peanut dip	30pcs	195.00	275.00								
Lemon & cinnamon glazed chicken	30pcs	180.00	255.00								
Steamed seafood wontons	30pcs	200.00	285.00								
Broccoli & mushroom quiche	30pcs	180.00	255.00								
Sausage rolls	30pcs	180.00	255.00								
Cheese burrek	30pcs	195.00	275.00								
DESSERT CANAPÉS											
Chocolate éclair	30pcs	175.00	245.00								
Passion fruit tartlets	30pcs	155.00	220.00								
Caramel & coffee mousse cups	20pcs	165.00	235.00								
Citron meringues	25pcs	155.00	220.00								
Apple pie	30pcs	150.00	210.00								
Mandarin lychee mousse	30pcs	175.00	250.00								
Fruit kebabs	30pcs	165.00	235.00								
Mini chocolate cheesecake	30pcs	175.00	245.00								
White chocolate cheesecake	30pcs	155.00	220.00								
Assorted French macaroons	20pcs	195.00	275.00								
COLD DRINKS: Please note that refrigerators should be ordered through your stand contractor											
Pepsi	24cans	110.00	155.00								
Diet Pepsi	24cans	110.00	155.00								
7up	24cans	110.00	155.00								
Mirinda	24cans	110.00	155.00								
Perrier	24btls	270.00	385.00								
Red Bull	24cans	330.00	465.00								
Club soda	24cans	110.00	155.00								
Flavoured iced tea	24cans	175.00	245.00								
Local mineral water (1.5ltr)	12btls	110.00	155.00								
Evian still mineral water (500ml)	24btls	240.00	340.00								
Acqua Panna still water (500ml)	24btls	240.00	340.00								
San Pellegrino sparkling water (500ml)	24btls	285.00	405.00								
Local mineral water (600ml)	24btls	105.00	145.00								
Granini orange juice	24btls	175.00	245.00								
Granini pineapple juice	24btls	175.00	245.00								
Fresh orange juice	1.5 l	155.00	215.00								
Fresh cocktail juice	1.5 l	160.00	225.00								
Fresh mango juice	1.5 l	195.00	275.00								
Fresh watermelon juice	1.5 l	150.00	210.00								
Fresh lemon and mint juice	1.5 l	160.00	225.00								
Fresh pineapple juice	1.5 l	150.00	210.00								

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Item	Unit	Advance: More than 3 weeks prior	Standard: Less than 3 weeks prior	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Requested Delivery Time
HOT DRINKS				**Please write the quantity of items in the days columns**							
Tea flask	1.8 l	95.00	135.00								
Suleimani tea flask	1.0 l	90.00	130.00								
Hot water flask	1.8 l	70.00	95.00								
Twinings tea bags	25	60.00	80.00								
Twinings tea package A selection of Twinings tea bags (25), flasks of hot water (2) and platter of butter cookies (1)	1	280.00	400.00								
Coffee flask	1.8 l	105.00	150.00								
Arabic coffee flask	1.0 l	95.00	130.00								
Arabian hospitality package Traditional Arabic coffee server (8hrs, 10 flasks), Khidri stuffed dates and Arabic sweets (4 platters each)	1	2,975.00	4,250.00								
Traditional Arabic coffee server	8hrs	980.00	1,400.00								
Dallmayr coffee machine (per day)	1	455.00	650.00								
Dallmayr coffee packet	100cups	820.00	1170.00								
Dallmayr milk packet	100cups	230.00	325.00								
Flavoured tea packet	100cups	300.00	425.00								
Dallmayr chocolate powder	100cups	230.00	325.00								
Nespresso single pour coffee machine (per day)	1	250.00	355.00								
Coffee capsules, sugar, milk & cups	200cups	2,000.00	2,855.00								
Nespresso double pour coffee machine (per day)	1	400.00	570.00								
Coffee capsules, sugar, milk & cups	350cups	3,500.00	5,000.00								
Coffee machine staffed by a barista	Priced by quotation										
SUNDRY ITEMS											
Crockery, cutlery & glassware	Priced by quotation										
Disposable cups	25	20.00	25.00								
Disposable tumblers	25	25.00	35.00								
Disposable knives	25	15.00	20.00								
Disposable forks	25	15.00	20.00								
Disposable teaspoons	25	15.00	20.00								
Disposable dessert spoons	25	15.00	20.00								
Disposable stirrers	100	15.00	20.00								
Disposable plates (small)	25	25.00	35.00								
Disposable plates (large)	10	20.00	25.00								
Paper napkins	50	15.00	20.00								
Refuse bags	10	20.00	25.00								
Cold water dispenser includes first 5 gallon water (1), disposable cups (100), requires a 13amp socket	1	195.00	275.00								
Mineral water (refill)	5gallon	35.00	50.00								
Ice cubes	2.5kg	30.00	40.00								
Service personnel	8hrs	550.00	780.00								
Hostess (meet, greet & order taker)	4hrs	315.00	450.00								
Stewarding (back of house staff)	8hrs	480.00	680.00								
EXHIBITOR MEAL OPTIONS: Boxed meal delivered to your stand											
Hot, vegetarian meal and water	1person	40.00	55.00								
Hot, non-veg meal and water	1person	45.00	60.00								
Luxury sandwich and water	1person	35.00	45.00								
Sit-in meal voucher	1person	90.00	90.00								

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PREMIUM RECEPTION MENUS: Breakfast, Light Lunch; Afternoon Tea & Evening Reception

Specially created for upscale and elaborate exhibition stands, the catering team has custom designed menus for breakfast, lunch, afternoon tea and evening receptions.

Each menu is presented using stylized crockery, cutlery and glasses and comes with excellent service staff to make sure that your guests are fully cared for whilst maintaining the order of your stand.

To enjoy this new addition to the stand catering offering, simply mention the quantity of each meal on each day and leave the rest to us.

Item	Minimum Qty	Advance: More than 3 weeks prior per person	Standard: Less than 3 weeks prior per person	Day 1 Qty	Day 2 Qty	Day 3 Qty	Day 4 Qty	Day 5 Qty	Total
				Please write the quantity of items in the days columns					
Breakfast	Min 20pax	70.00	100.00						
Light lunch	Min 20pax	140.00	200.00						
Afternoon tea	Min 20pax	80.00	115.00						
Evening reception	Min 20pax	140.00	200.00						

Breakfast: Served from 10:00 am until 11:30 am		
Served daily	Fresh orange juice Yogurt pots English breakfast tea Starbucks coffee Arabic coffee & dates	
	Smoothie shots:	
Day 1	Mango	
Day 2	Pineapple and cranberries	
Day 3	Cappuccino	
Day 4	Mandarin and lychee	
Day 5	Strawberry and guava	
	Mini bagels:	
Day 1	Smoked salmon and black pepper	Roasted vegetable and pesto
Day 2	Turkey breast and spring onion	Brie, grape and cranberry
Day 3	Pastrami and mustard	Egg mayonnaise and watercress
Day 4	Roast chicken and herb salad	Mozzarella, tomato and basil
Day 5	Tuna and chili mayonnaise	Cream cheese with chargrilled red pepper
	Bite-sized muffins:	
Day 1	Double chocolate	
Day 2	Raspberry and white chocolate	
Day 3	Oatmeal, raisin and apple	
Day 4	Blueberry	
Day 5	Toffee and walnut	

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Light lunch: Served from 12:00 noon until 2:00 pm				
	Hot dishes:			
	Meat	**Vegetarian**	**Side dish**	**Salad**
Day 1	Chicken satay with peanut dip	Spring rolls	Steamed vegetables with oyster sauce	Spicy noodle salad
Day 2	Beef skewers with cajun tomato salsa	Roasted vegetable kebabs	Roast potatoes	Herb salad
Day 3	Chicken tikka kebabs	Vegetable biryani	Black daal	Cucumber salad
Day 4	Mixed grill	Pumpkin, baby spinach and cauliflower bake	Potato wedges	Lentil salad
Day 5	Red Thai fish curry	Deep fried tofu with sprouts, coriander and hoisin sauce	Jasmine rice	Roasted vegetables
	Dessert:			
	Sweet	**Cheese**	**Fruit**	
Day 1	Tart tatin	Stilton with celery and water biscuits	Pineapple	
Day 2	Crème caramel	Camembert with grapes and French bread	Watermelon	
Day 3	Tiramisu	Farmhouse cheddar with figs and oatcakes	Oranges	
Day 4	Strawberry millefeuille	Munster with dried apricots and biscuit thins	Thai bananas	
Day 5	Chocolate mousse	Edam with apple and rye bread	Black grapes	
Served daily	Tea Starbucks coffee Mineral water, soft drinks			

Afternoon Tea: Served from 3:00 pm until 5:00 pm		
	Fresh juices:	
Day 1	Watermelon	
Day 2	Apple	
Day 3	Pink grapefruit	
Day 4	Tomato	
Day 5	Exotic fruit cocktail	
	Finger sandwiches:	
Day 1	Pastrami and green chutney	Hummus and roasted red pepper
Day 2	Prawn mayonnaise	Roasted falafel and spinach
Day 3	Chicken tikka	Cucumber and soft cream cheese
Day 4	Roast beef and horseradish	Free-range egg mayonnaise and watercress
Day 5	Smoked salmon and capers	Cheddar and pickle
	Cookies:	
Day 1	White chocolate chip	
Day 2	Peanut butter	
Day 3	Chocolate brownies	
Day 4	Shortbread	
Day 5	All butter cookies	

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Afternoon Tea: Continued:			
	Cakes:		
Day 1	English tea cake		
Day 2	Scones with jam and cream		
Day 3	Mini cup cakes		
Day 4	Apple pie		
Day 5	White chocolate cheesecake		
Served daily	Earl grey tea Starbucks coffee Suilaimani		

Evening Reception: Served from 5:30 pm until exhibition close			
	Mocktails:		
Day 1	Lemon and mint		
Day 2	Mango mojito		
Day 3	Apricot iced tea		
Day 4	Strawberry daiquiri		
Day 5	Tropical sunset		
Served daily	Still and sparkling mineral water		
	Cold canapé selection:		
Day 1	Honey macerated figs with turkey ham	Stuffed baby tomato with herb vegetables and pecorino	Spinach tortilla wraps with chilli eggplant mousse
Day 2	Ginger glazed smoked duck breast on polenta spike	Smoked trout with cranberry	Hommous and cucumber tartlets
Day 3	Roast beef with pumpkin polenta coins	Gazpacho shots	Grilled eggplant and mascarpone roulade
Day 4	Smoked turkey breast with mango chutney	Smoked salmon with cucumber relish	Feta cheese with olive in sun ripened tomato
Day 5	Crab and lemongrass tartar	Air dried beef with bell pepper jam on focaccia	Taco chips with tomato salsa, guacamole and sour cream
	Hot canapé selection:		
Day 1	Chicken skewers with soy chive glaze	Leek and blue cheese tartlets	Tempura of asparagus and crispy baby vegetables with soy sauce
Day 2	Lamb kebbeh with mint yoghurt dip	Mini meatballs with BBQ sauce	Spinach and feta cheese burrek with sumac
Day 3	Thai fish cakes with sweet chilli dip	Red curry lamb sticks with tomato jam	Mini spring rolls
Day 4	Lemon marinated seafood and filo parcels	Stuffed jalapeno peppers with warm tomato salsa	Deep fried vegetables and onion pakoras
Day 5	Rare beef fillet coins with sauce aioli	Chinese rice dumpling with soy sauce	Hoisin glazed Mediterranean vegetable skewers
	Dessert selection:		
Day 1	Mini ganache tartlets	Mixed berry tartlets	Arabic sweet selection
Day 2	Lemon tarts with crunchy almonds	Chocolate dates	Mini French cakes
Day 3	Strawberry tartlets	Chocolate & nut fudge cake	Mini carrot cake
Day 4	Apple tarts	Mini crème brulee	Mini chocolate and cinnamon cake
Day 5	Mini glazed orange baba	Vanilla cream cake	White chocolate truffle cake

eventserve
BY DUBAI WORLD TRADE CENTRE

Stand Security Coverage Form_2014 V01.08.13_EP

Place Your Exhibition Logo Here

Please Return Completed Forms to DWTC's Exhibitor Services:
Helpline: +971 4 308 6333 • E-mail: exhibitors@dwtc.com

Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting)

EXHIBITION DETAILS

Exhibition Name				Exhibition Date	
Hall No.		Stand No.		Stand Name	

ORDER CONTACT DETAILS (we require these details so we can contact you about your order)

First Name								
Last Name				Job Title				
Company Name / Type				Contractor		Exhibitor		Agent
Company Address								
Company City		Postal Code			Country			
Direct No.		Mobile No.						
E-mail (important service information will be sent to this address)								
On-site Contact Name			On-site Contact No.					

Ways to Pay: Payment should be made only on receiving your pro-forma invoice;

✓ (Please select)

☐ **CREDIT CARD -** You can now pay by credit card through our secure on-line payment facility. On confirmation of your order we will e-mail you a link to our website that will allow you to pay by VISA or MasterCard with ease.

☐ **COMPANY CHEQUE -** If your company is based within the UAE, we will accept payment by company cheque. You need to allow for 5 working days to ensure that the funds have cleared on time and as such postdated cheques are not accepted. Cheques can only be deposited at Exhibitor Services in Concourse 1 of Dubai World Trade Centre.

☐ **BANK TRANSFER -** If you prefer you can pay by bank transfer. On selecting this method we will e-mail you the Bank Transfer Form that will detail our account information and the charges you should allow for. You need to allow for 10 working days to ensure that the funds have cleared on time.

Conditions of Sale:

1) Dubai World Trade Centre holds the exclusive rights to all security services within DWTC.
2) All security orders must be paid in full at the time of ordering. All rates are in United Arab Emirates Dirhams. Cancellations or amendments to confirmed and paid orders are not permitted.
3) **The advance "More than 3 weeks prior" rates are charged 3 weeks and more prior to the start date of the event**. Items must be paid within 5 days of ordering or will be automatically cancelled.
4) **The standard "Less than 3 weeks prior" rates are charged within 3 weeks and less prior to the start date of the event.** Items must be paid within 24 hours of ordering or will be automatically cancelled.
5) Successful delivery of your order is dependent on the correct stand number and name of exhibiting company being provided. Please ensure that any changes to the stand number or exhibiting company name are communicated to DWTC by e-mailing exhibitors@dwtc.com.

Stand Security Coverage Form_2014 V01.08.13_EP

A World of Possibilities:

Dubai World Trade Centre's Security division is expert in delivering all your security requirements during the exhibition. For ease you can order directly using this form. However if you have more elaborate requirements in securing your stand then please call us and we will be delighted to quote for you.

Please contact us to discuss your requirements on +971 4 308 6333 or e-mail us at exhibitors@dwtc.com

Item Description	Advance: More than 3 weeks prior	Standard: Less than 3 weeks prior	Duration				
			Quantity	Start date	Start time	End date	End time
Female security personnel – (8 hours minimum)	135.00 per hour	135.00 per hour					
		Day 1					
		Day 2					
		Day 3					
		Day 4					
		Day 5					
Male security personnel – (8 hours minimum)	115.00 per hour	115.00 per hour					
		Day 1					
		Day 2					
		Day 3					
		Day 4					
		Day 5					
GRAND TOTAL							

3 Day Event Stand Cleaning Form_2014 V01.08.13_EP

Place Your Exhibition Logo Here

Please Return Completed Forms to DWTC's Exhibitor Services:
Helpline: +971 4 308 6333 • E-mail: exhibitors@dwtc.com

Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting)

EXHIBITION DETAILS

Exhibition Name				Exhibition Date	
Hall No.		Stand No.		Stand Name	

ORDER CONTACT DETAILS (we require these details so we can contact you about your order)

First Name							
Last Name				Job Title			
Company Name / Type				Contractor		Exhibitor		Agent	
Company Address							
Company City		Postal Code			Country		
Direct No.		Mobile No.					
E-mail (important service information will be sent to this address)							
On-site Contact Name			On-site Contact No.				

Ways to Pay: Payment should be made only on receiving your pro-forma invoice;

✓ (Please select)

☐ **CREDIT CARD -** You can now pay by credit card through our secure on-line payment facility. On confirmation of your order we will e-mail you a link to our website that will allow you to pay by VISA or MasterCard with ease.

☐ **COMPANY CHEQUE -** If your company is based within the UAE, we will accept payment by company cheque. You need to allow for 5 working days to ensure that the funds have cleared on time and as such postdated cheques are not accepted. Cheques can only be deposited at Exhibitor Services in Concourse 1 of Dubai World Trade Centre.

☐ **BANK TRANSFER -** If you prefer you can pay by bank transfer. On selecting this method we will e-mail you the Bank Transfer Form that will detail our account information and the charges you should allow for. You need to allow for 10 working days to ensure that the funds have cleared on time.

Conditions of Sale:

1) Dubai World Trade Centre holds the exclusive rights to all cleaning services within DWTC.
2) All cleaning orders must be paid in full at the time of ordering. All rates are quoted in United Arab Emirates Dirhams. Cancellations or amendments to confirmed and paid orders are not permitted.
3) **The advance "More than 3 weeks prior" rates are charged 3 weeks and more prior to the start date of the event**. Items must be paid within 5 days of ordering or will be automatically cancelled.
4) **The standard "Less than 3 weeks prior" rates are charged within 3 weeks and less prior to the start date of the event.** Items must be paid within 24 hours of ordering or will be automatically cancelled.
5) Successful delivery of your order is dependent on the correct stand number and name of exhibiting company being provided. Please ensure that any changes to the stand number or exhibiting company name are communicated to DWTC by e-mailing exhibitors@dwtc.com.

3 Day Event Stand Cleaning Form_2014 V01.08.13_EP

A World of Possibilities:

Dubai World Trade Centre's Cleaning division is expert in providing all your cleaning requirements during the exhibition. For ease you can order directly using this form. However if you have more elaborate requirements such as floor refinishing, carpet shampooing, laundry and dry cleaning then we will be delighted to provide a quote for you.

Please contact us to discuss your requirements on +971 4 308 6333 or e-mail us at exhibitors@dwtc.com

Stand Cleaning		**Advance: More than 3 weeks prior**	**Standard: Less than 3 weeks prior**	**Area in m^2**	**No. of days**	**Total Cost**
Complete Cleaning Solution per m^2 per day	1 – 2,999 m^2	7.00	10.00		3 days	
Basic Cleaning Solution per m^2 per day	1 – 2,999 m^2	4.00	5.00			
SUBTOTAL						

Item description	**Advance: More than 3 weeks prior**	**Standard: Less than 3 weeks prior**	**No. of hours**	**No. of days**	**Total Cost**
Stand-by cleaner min of 8 hours *(only available with stand cleaning order)*	50.00	70.00			
Rubbish skip rental (per $18m^3$ skip)	685.00	975.00	--		
SUBTOTAL					
GRAND TOTAL					

Points to note:

1) The **Complete Cleaning Solution** includes vacuuming or wet mopping of floors; dusting of counter tops and furniture; emptying of bins, cleaning of walls, glass and partitions (except clear acrylic partitions).
2) The **Basic Cleaning Solution** includes vacuuming or wet mopping of floors; dusting of counter tops and furniture and emptying of bins.
3) All cleaning is carried out at night, not during the exhibition open hours to ensure the stands are ready prior to the opening of the exhibition. It will be performed on the night before the opening day of the event and each night thereafter.
4) Double decker stands will be charged on the total floor space per m^2.
5) The role of the Stand-by Cleaner is to ensure that your stand is kept clean and presentable at all times and free from the accumulation of waste.
6) The rubbish skip rental is for the removal of waste materials, excluding labour, generated during the build-up and tear-down of the exhibition. Please note that there are road restrictions on the movement of skips on Fridays.
7) DWTC's Cleaning division unfortunately is unable to clean exhibits.
8) DWTC's Cleaning division cannot be held liable for any loss or damage related to the cleaning of the exhibition stand.
9) DWTC's Cleaning division does not supply cleaning materials to exhibitors or their contractors.
10) In order to guarantee quality of service, exhibition stands must be clear of all contractors' work and materials by midnight on the last day of build-up.

4 Day Event Stand Cleaning Form_2014 V01.08.13_EP

Place Your Exhibition Logo Here

Please Return Completed Forms to DWTC's Exhibitor Services:
Helpline: +971 4 308 6333 • E-mail: exhibitors@dwtc.com

Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting)

EXHIBITION DETAILS

Exhibition Name				Exhibition Date	
Hall No.		Stand No.		Stand Name	

ORDER CONTACT DETAILS (we require these details so we can contact you about your order)

First Name							
Last Name				Job Title			
Company Name / Type				Contractor		Exhibitor		Agent	
Company Address							
Company City		Postal Code			Country		
Direct No.		Mobile No.					
E-mail (important service information will be sent to this address)							
On-site Contact Name			On-site Contact No.				

Ways to Pay: Payment should be made only on receiving your pro-forma invoice;

✓ (Please select)

☐ **CREDIT CARD -** You can now pay by credit card through our secure on-line payment facility. On confirmation of your order we will e-mail you a link to our website that will allow you to pay by VISA or MasterCard with ease.

☐ **COMPANY CHEQUE -** If your company is based within the UAE, we will accept payment by company cheque. You need to allow for 5 working days to ensure that the funds have cleared on time and as such postdated cheques are not accepted. Cheques can only be deposited at Exhibitor Services in Concourse 1 of Dubai World Trade Centre.

☐ **BANK TRANSFER -** If you prefer you can pay by bank transfer. On selecting this method we will e-mail you the Bank Transfer Form that will detail our account information and the charges you should allow for. You need to allow for 10 working days to ensure that the funds have cleared on time.

Conditions of Sale:

1) Dubai World Trade Centre holds the exclusive rights to all cleaning services within DWTC.
2) All cleaning orders must be paid in full at the time of ordering. All rates are quoted in United Arab Emirates Dirhams. Cancellations or amendments to confirmed and paid orders are not permitted.
3) **The advance "More than 3 weeks prior" rates are charged 3 weeks and more prior to the start date of the event**. Items must be paid within 5 days of ordering or will be automatically cancelled.
4) **The standard "Less than 3 weeks prior" rates are charged within 3 weeks and less prior to the start date of the event.** Items must be paid within 24 hours of ordering or will be automatically cancelled.
5) Successful delivery of your order is dependent on the correct stand number and name of exhibiting company being provided. Please ensure that any changes to the stand number or exhibiting company name are communicated to DWTC by e-mailing exhibitors@dwtc.com.

4 Day Event Stand Cleaning Form_2014 V01.08.13_EP

A World of Possibilities:

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Please contact us to discuss your requirements on +971 4 308 6333 or e-mail us at exhibitors@dwtc.com

Stand Cleaning		**Advance: More than 3 weeks prior**	**Standard: Less than 3 weeks prior**	**Area in m^2**	**No. of days**	**Total Cost**
Complete Cleaning Solution per m^2 per day	1 – 2,999 m^2	7.00	10.00		4 days	
Basic Cleaning Solution per m^2 per day	1 – 2,999 m^2	4.00	5.00			
SUBTOTAL						

Item description	**Advance: More than 3 weeks prior**	**Standard: Less than 3 weeks prior**	**No. of hours**	**No. of days**	**Total Cost**
Stand-by cleaner min of 8 hours *(only available with stand cleaning order)*	50.00	70.00			
Rubbish skip rental (per $18m^3$ skip)	685.00	975.00	--		
SUBTOTAL					
GRAND TOTAL					

Points to note:

1) The **Complete Cleaning Solution** includes vacuuming or wet mopping of floors; dusting of counter tops and furniture; emptying of bins, cleaning of walls, glass and partitions (except clear acrylic partitions).
2) The **Basic Cleaning Solution** includes vacuuming or wet mopping of floors; dusting of counter tops and furniture and emptying of bins.
3) All cleaning is carried out at night, not during the exhibition open hours to ensure the stands are ready prior to the opening of the exhibition. It will be performed on the night before the opening day of the event and each night thereafter.
4) Double decker stands will be charged on the total floor space per m^2.
5) The role of the Stand-by Cleaner is to ensure that your stand is kept clean and presentable at all times and free from the accumulation of waste.
6) The rubbish skip rental is for the removal of waste materials, excluding labour, generated during the build-up and tear-down of the exhibition. Please note that there are road restrictions on the movement of skips on Fridays.
7) DWTC's Cleaning division unfortunately is unable to clean exhibits.
8) DWTC's Cleaning division cannot be held liable for any loss or damage related to the cleaning of the exhibition stand.
9) DWTC's Cleaning division does not supply cleaning materials to exhibitors or their contractors.
10) In order to guarantee quality of service, exhibition stands must be clear of all contractors' work and materials by midnight on the last day of build-up.

eventserve
BY DUBAI WORLD TRADE CENTRE

Rigging, Banners & Graphics Form_2014 V01.08.13_EP

Place Your Exhibition Logo Here

Please Return Completed Forms to DWTC's Exhibitor Services:
Helpline: +971 4 308 6333 • E-mail: exhibitors@dwtc.com

Please complete in type or block capitals (we cannot be held responsible for mistakes from illegible handwriting)

EXHIBITION DETAILS

Exhibition Name				Exhibition Date	
Hall No.		Stand No.		Stand Name	

ORDER CONTACT DETAILS (we require these details so we can contact you about your order)

First Name							
Last Name				Job Title			
Company Name				Contractor		Exhibitor		Agent	
Company Address							
Company City		Postal Code			Country		
Direct No.		Mobile No.					
E-mail (important service information will be sent to this address)							
On-site Contact Name		On-site Contact No.					

Ways to Pay: Payment should be made only on receiving your pro-forma invoice;

✓ **(Please select)**

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☐ **COMPANY CHEQUE -** If your company is based within the UAE, we will accept payment by company cheque. You need to allow for 5 working days to ensure that the funds have cleared on time and as such postdated cheques are not accepted. Cheques can only be deposited at Exhibitor Services in Concourse 1 of Dubai World Trade Centre.

☐ **BANK TRANSFER -** If you prefer you can pay by bank transfer. On selecting this method we will e-mail you the Bank Transfer Form that will detail our account information and the charges you should allow for. You need to allow for 10 working days to ensure that the funds have cleared on time.

Conditions of Sale:

1) Dubai World Trade Centre holds the exclusive rights to all primary rigging services within DWTC.
2) All rigging orders must be paid in full at the time of ordering. All rates are quoted in United Arab Emirates Dirhams and are inclusive of installation and tear-down. Cancellations or amendments to confirmed and paid orders are not permitted.
3) **The advance "More than 3 weeks prior" rates are charged 3 weeks and more prior to the start date of the event**. Items must be paid within 5 days of ordering or will be automatically cancelled.
4) **The standard "Less than 3 weeks prior" rates are charged within 3 weeks and less prior to the start date of the event.** Items must be paid within 24 hours of ordering or will be automatically cancelled.
5) Rigging orders placed **on-site** once build-up has commenced are charged at the **standard "Less than 3 weeks prior"** rates plus **50%** subject to availability.
6) Successful delivery of your order is dependent on the correct stand number and name of exhibiting company being provided. Please ensure that any changes to the stand number or exhibiting company name are communicated to DWTC by e-mailing exhibitors@dwtc.com.

Rigging, Banners & Graphics Form_2014 V01.08.13_EP

A World of Possibilities:

Dubai World Trade Centre's Event Services division is expert in delivering all your banner and graphic printing and rigging requirements during the exhibition. For ease you can order directly using this form. However if you have more elaborate requirements such as trussing, lighting rigs and complex banner installations then please contact us and we will be delighted to quote for you.

Please contact us to discuss your requirements on +971 4 308 6333 or e-mail us at exhibitors@dwtc.com

BANNER AND GRAPHIC PRINTING				
Item Description	**Advance: More than 3 weeks prior**	**Standard: Less than 3 weeks prior**	**Quantity**	**Total**
Roll up banner of size 85cm x 200cm	550.00	550.00		
Roll up banner of size 150cm x 200cm	875.00	875.00		
Pop up banner of size 400cm x 300cm	3,950.00	3,950.00		
Pop up banner of size 300cm x 300cm	2,750.00	2,750.00		
Free standing direction sign 50cm x 70cm double sided	350.00	350.00		
Digital printed Flexpro banners				
With hanging rods (per m^2 on a min $2m^2$)	150.00	150.00		
With application (per m^2 on a min $2m^2$)	150.00	150.00		
One way vision graphics (per m^2 on a min $2m^2$)	175.00	175.00		
Framed shell scheme graphics (per m^2 on a min $2m^2$)	250.00	250.00		
Shell scheme graphics (900mm x 2400mm)	360.00	360.00		

Banner Rigging	**Advance: More than 3 weeks prior**	**Standard: Less than 3 weeks prior**	**On-site rate**	**Quantity**	**Weight**	**Total Cost**
Pole width up to 2000mm	455.00	650.00	975.00			
Pole width above 2000mm to 5000mm	685.00	975.00	1,465.00			
Pole width above 5000mm to 6000mm	910.00	1,300.00	1,950.00			
Pole width above 6000mm to 7000mm	1,095.00	1,560.00	2,340.00			
1) Up to $2m^2$ lightweight box / circular banner	910.00	1,300.00	1,950.00			
2) Up to $4m^2$ lightweight box / circular banner	1,365.00	1,950.00	2,925.00			
3) Greater than $4m^2$ lightweight box / circular banner	P.O.A.	P.O.A.	P.O.A.			

PRIMARY RIGGING CHARGES					
Description	**Advance: More than 3 weeks prior**	**Standard: Less than 3 weeks prior**	**On-site rate**	**Quantity**	**Total Cost**
Drop wire	320.00	455.00	685.00		
Drop wire – hoist & fix	410.00	585.00	880.00		
Roof point (30-250kg)	655.00	930.00	1,395.00		
6mm catenary wires	35.00	50.00	75.00		
Special roof point (change from standard height)	775.00	1,105.00	1,660.00		
Please specify the exact weight of each roof point					**Kg**
Please specify the total weight of the structure					**Kg**
SUB TOTAL					

Rigging, Banners & Graphics Form_2014 V01.08.13_EP

SECONDARY RIGGING CHARGES					
Description	**Advance: More than 3 weeks prior**	**Standard: Less than 3 weeks prior**	**On-site rate**	**Quantity**	**Total Cost**
Electric chain hoist (CM Lodestar with safety) per event	700.00	1,000.00	1,500.00		
Manual chain hoist (Yale/Vittal) per event	350.00	500.00	750.00		
Light duty truss - per metre per event– 30 x 30cm^2	140.00	200.00	300.00		
Medium duty truss - per metre per event – 40 x 40cm^2	210.00	300.00	450.00		
Circular truss 2m diameter	1,400.00	2,000.00	3,000.00		
Circular truss 4m diameter	2,450.00	3,500.00	5,250.00		
Circular truss 6m diameter	3,500.00	5,000.00	7,500.00		
Circular truss 8m diameter	4,900.00	7,000.00	10,500.00		
SUBTOTAL					
GRAND TOTAL					

RIGGING PLANS

✓ **(Please select)**

- ☐ Drop wire – 6 mm wire rope fitted with a quick term connector. The wire will be left for the contractor to lift the item to the desired height (for banners, lightweight pieces and truss weighting 30 kg or less).
- ☐ Drop wire (hoist & fix) – 6mm wire rope fitted with a quick term connector. DWTC will hoist and fix your trussing, banners or set pieces to the desired height and later will be responsible for the tear-down.
- ☐ Roof point (30 kg to 250 kg) – For heavy items weighing more than 30 kg. DWTC will supply a roof point for the contractor to attach their own manual or electric hoist.
- ☐ All roof points will be installed at approximately 40cm below the bottom roof truss within the halls. Any request for a change of standard height will be classed as a special roof point.

AVAILABLE RIGGING POINT HEIGHTS IN THE HALLS	
Exhibition Halls 1 and 2	7100 mm
Rigging points under the air wall (between Exhibition Halls)	6800 mm
Rigging points under the bulk head (between Exhibition Halls 2 and 3)	4800 mm
Exhibition Halls 3 and 4	9700 mm
Rigging points under the air wall (between Exhibition Halls)	9580 mm
Exhibition Halls 5, 6, 7 & 8	7100 mm
Rigging points under the air wall (between Exhibition Halls)	6700 mm
Za'abeel Hall 1	6450 mm
Za'abeel Hall 2 and 3	7000 mm
Sheikh Rashid Hall	12250 mm
Sheikh Maktoum Hall	6500 mm
Sheikh Saeed Hall 1, 2 & 3	9600 mm
Trade Centre Arena	13600 mm

Rigging, Banners & Graphics Form_2014 V01.08.13_EP

Points to note:

1. Banner & Graphic Printing:

a. All orders must be accompanied with the artwork detailing the CMYK / Pantone references and sizes of the items.
b. Artwork can be supplied in the following files: Adobe Illustrator; EPS; High Res PDF or TIF.
c. Banner printing does not include rigging.
d. Any amendments and changes on-site to the approved and agreed artwork will be subject to a surcharge

2. Banner Rigging:

a. All banners need to be supplied with poles in vinyl welded or sewn sleeves.
b. All banners must be delivered two days prior to the build-up of the event. Delivery should be made to DWTC, Saturday to Thursday 08:00 until 17:00 hours.
c. All banners will be disposed of immediately after the last day of tear-down.
d. Dubai World Trade Centre is not liable for the loss or damage to banners during transportation, storage, installation and de-rig.

3. Rigging Plans:

a. All orders for rigging must follow the required guidelines and be submitted with a clear and precise rigging plan at the time of ordering. Any changes required due to incorrect rigging plans will be subject to a surcharge.
b. All rigging plans must show the location of each rigging point in relation to the stand using metric measurements.
c. All rigging must be within the perimeter of the stand.
d. The exact weight of each rigging point must be detailed in kilograms in addition to the total weight in kilograms of the structure.
e. The type of structure or banner material must be detailed along with the metric width, height and length.
f. The stand orientation must be detailed by showing the location of the main entrance and by the stands or walls on the other neighboring three sides.
g. The height from the floor to the bottom of the structure or banner when fully suspended must be shown using metric measurements.

4. Installation:

a. DWTC rigging hours are Saturday to Thursday 08:00 until 17:00. Any requests outside these hours are subject to availability and surcharge.
b. Rigging not ready for completion by 17:00 on the last day of build-up will be the responsibility of the contractor to install.
c. Any damage to DWTC equipment by third party contractors will be charged.

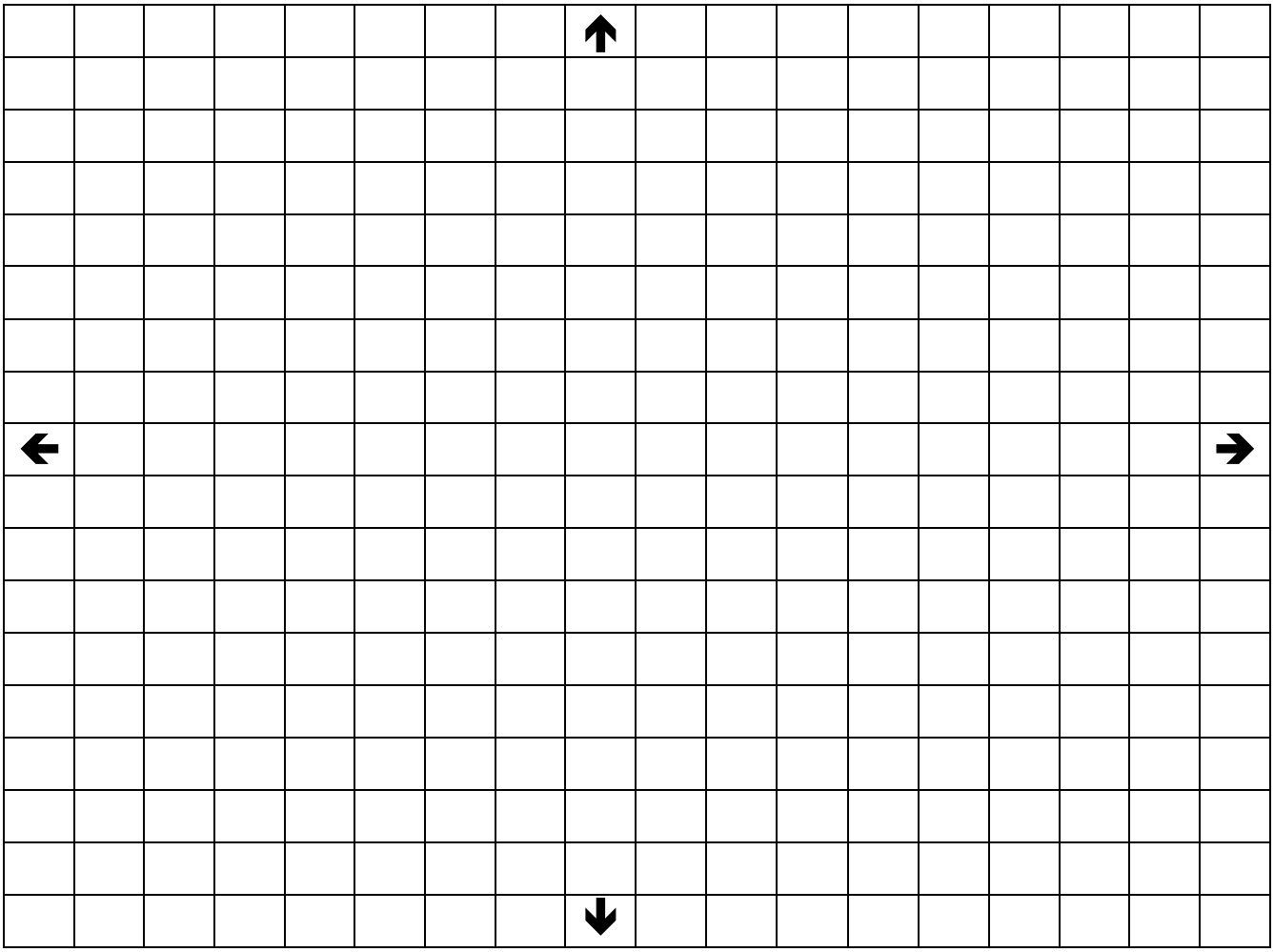
5. Health and Safety:

a. DWTC's Rigging team is not liable for secondary rigging installed by third party contractors.
b. During build-up, gangways must be kept clear to allow access by the Rigging team.
c. No stand structure is allowed to be attached to the DWTC ceiling as either a precautionary, or as an added safety, measure.
d. Any bottom rigging lifting equipment or lifting eyes that are not stamped, rated, approved with a valid test certificate will not be accepted.

Rigging, Banners & Graphics Form_2014 V01.08.13_EP

STAND ORIENTATION GRID

Hall Entrance



PLEASE SPECIFY THE FOLLOWING:	
Desired height from floor to the bottom of the structure or banner:	
Size of the structure or banner:	
Stand on left side:	
Stand on right side:	
Stand at rear:	